



THE NAIROBI HOSPITAL

CAREER OPPORTUNITY

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2025-2029).

HOSPITAL HOUSEKEEPER

REF: TNH/HHR/HH/11/2025

The overall purpose of this job is to coordinate and supervise the outsourced cleaning and pottering services in the hospital in order to ensure a clean, safe and comfortable environment.

ROLES AND RESPONSIBILITIES

- a) Schedule and supervise cleaning and pottering services and carry out routine inspection of assigned areas to ensure cleanliness and hygiene standards in line established guidelines;
- b) Prepare and monitor execution of checklists for assigned areas to ensure full compliance to cleaning standards;
- c) Carry out staff induction and continuous training for new and existing outsourced cleaning and pottering staff to ensure they understand and adhere to the hospital's code of conduct;
- d) Participate in checking the quality of housekeeping consumables samples during the tendering process in order to ensure they meet the required standards;
- e) Monitor the usage of housekeeping consumables and advise the requisitioning authority on the minimum order levels to ensure their availability and accountable use;
- f) Carry out monthly evaluation of cleaning and pottering services and prepare related reports to ensure feedback on the services is duly received and documented;
- g) Identify and report all repairs and maintenance issues in assigned areas and follow up with maintenance department to ensure timely closure;
- h) Ensure proper segregation, handling and transportation of hospital waste in line with waste management guidelines;
- i) Participate in the vetting of all outsourced cleaning and pottering staff and monitor validity of required certificates and vaccinations to ensure the hospital has the right calibre cleaning and pottering staff;
- j) Ensure outsourced cleaning and pottering services staff wear appropriate PPEs as they work in the different hospital sections to prevent cross contamination;
- k) Receive and attend to complaints related to cleaning and pottering services and follow up to ensure timely closure; and

- l) Any other responsibilities that may be assigned to the job holder by the supervisor from time to time

EDUCATION AND EXPERIENCE

- Diploma in Hospitality Management from a recognized institution.
- Minimum of 3 years' housekeeping experience in a hospital or hospitality environment.

CORE COMPETENCIES

- Housekeeping skills
- Knowledge in the use of different machines, floor finishes and cleaning requirements
- Contract administration skills
- Ability to think on one's feet – Agility
- Problem solving skills
- Attention to detail
- Planning and organizing skills
- Customer service skills
- Accountability
- Integrity
- Communication skills including presentation and facilitation skills
- Analytical skills
- Ability to work under minimal supervision;
- Communication skills;
- Ability to work under pressure
- Accountability

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **10th December , 2025**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

*The Nairobi Hospital does **NOT** charge recruitment fees.*

Ag. Head of Human Resources

The Nairobi Hospital

P. O. Box 30026 – 00100

NAIROBI

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