

SFHSS16

Maintain housekeeping supplies



Overview

This standard describes the competence required to receive housekeeping supplies and checking for any discrepancies in deliveries. It also covers storing housekeeping supplies correctly, and issuing the right supplies to other staff, which includes securing storage facilities against any unauthorised access.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 receive deliveries of housekeeping supplies and check that they are undamaged and within their use by date
 - P2 ensure that deliveries comply with order and delivery documentation
 - P3 identify any discrepancies with deliveries and report them to the proper person
 - P4 complete delivery documentation accurately
 - P5 ensure that housekeeping supplies remain undamaged during handling and transportation to storage areas
 - P6 handle housekeeping supplies safely and move them using approved safe methods
 - P7 keep receiving areas clean and tidy free from rubbish and secured against unauthorised access
 - P8 deal with unexpected situations effectively and inform the proper person where necessary
 - P9 prioritise work and carry it out in an efficient manner in line with legal requirements and suitable workplace procedures
 - P10 store housekeeping supplies under the correct storage conditions in line with the manufacturers' instructions
 - P11 issue the correct type and quantity of housekeeping supplies to staff, ensuring that they are handled in line with the manufacturers' instructions
 - P12 follow the stock rotation and issuing procedures correctly
 - P13 maintain accurate records of the receipt, storage and issue of housekeeping supplies
 - P14 report low levels of housekeeping supplies to the proper person
 - P15 keep storage areas clean tidy and free from rubbish and report signs of pest infestation immediately
 - P16 secure storage areas against unauthorised access
 - P17 refer all tasks outside your area of responsibility to the proper person
 - P18 deal with unexpected situations effectively and inform the proper person where necessary
 - P19 prioritise work and carry it out in an efficient manner in line with legal requirements and suitable workplace procedures

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Knowledge and understanding

You need to know and understand:

- K1 why damaged goods should not be accepted
- K2 what safe lifting and carrying techniques are
- K3 why it is important to move heavy or bulky items using approved safe methods
- K4 why it is important to keep receiving areas clean and tidy
- K5 why receiving areas need to be secured from unauthorised access
- K6 why storage conditions are important and what effect they have on housekeeping supplies
- K7 what procedures to follow to correctly and safely store goods
- K8 why it is important to store housekeeping supplies under the correct conditions
- K9 why it is important to keep storage areas clean and tidy
- K10 why storage areas need to be secured from unauthorised access
- K11 what procedures to follow to secure against pest infestation
- K12 what procedures to follow when discrepancies in deliveries/delivery documentation are identified
- K13 what procedures to follow to handle and transport goods safely to storage areas
- K14 why a constant stock of housekeeping supplies should be maintained
- K15 what the minimum and maximum stock levels are
- K16 why it is important to maintain accurate and complete records of items received, stored and issued
- K17 why correct stock rotation procedures are important

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G3 Procurement and commissioning

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Suite Support Services

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