



**Domestic, Mallow General Hospital – Extended  
Job Specification & Terms and Conditions**

<b>Job Title, Grade Code</b>	<b>Oibri Tí Domestic</b> (Grade Code: 4110)
<b>Remuneration</b>	The salary scale for the post (as at 01/08/2025) is:  €34,582 - €36,425 - €37,798 - €38,371 - €38,613 - €39,184 - €39,770 - €40,230 - €40,783  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
<b>Campaign Reference</b>	<b>SWPCC92398</b>
<b>Closing Date</b>	<b>12noon on Monday 9<sup>th</sup> March 2026 (Extended)</b>  Please note late applications will not be accepted.
<b>Proposed Interview Date (s)</b>	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<b>Ospidéal Ginearálta Mhala Mallow General Hospital</b>  There are a number of permanent whole-time vacancies available in Mallow General Hospital.  A panel may be formed as a result of this campaign for Mallow General Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
<b>Informal Enquiries</b>	We welcome enquiries about the role. Contact Deirdre Ryan, Services Manager, Mallow General Hospital. Email: <a href="mailto:Deirdre.Ryan17@hse.ie">Deirdre.Ryan17@hse.ie</a> For further information about the role.
<b>Details of Service</b>	Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019.  Each Health Region will be tasked with population-specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline.  Health Regions will enable and empower staff to provide services that are:  <ul style="list-style-type: none"> <li>· Integrated, locally planned and delivered</li> <li>· Easier to access and navigate</li> <li>· Available closer to home</li> </ul>



	<p>Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level.</p> <p>The HSE South West Health Region will manage and deliver all public health and social care services in Cork and Kerry. HSE South West includes all hospital and community healthcare services in the region.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>· South / South West Hospital Group S/SWHG</li> <li>· Cork Kerry Community Healthcare CKCH</li> </ul> <p>The Department of Population and Public Health is also now aligned with this health region.</p> <p>HSE Services working within this region include:</p> <ul style="list-style-type: none"> <li>· Acute Hospitals</li> <li>· Primary care services</li> <li>· Community services</li> <li>· Social care services</li> <li>· Health and social care professionals</li> <li>· Voluntary sector services</li> </ul> <p>Mallow General Hospital (MGH) is a Model 2 Hospital with 71 inpatient beds with plans for expansion. MGH is part of the Cork University Hospital Group within the HSE South West.</p> <p>Mallow General Hospital provides inpatient, outpatient and Day patient services. The services provided in the hospital include – general medicine, cardiology, respiratory, gerontology, endocrinology, gastroenterology, ENT and urology.</p> <p>In patient medical activity is supported by a Medical Assessment Unit and a High Dependency Unit. MGH also provides elective Day surgery, Endoscopy, Injuries Unit, Outpatients Department, Physiotherapy and Radiology including CT scanning services and ultrasound scan.</p> <p>MGH Housekeeping Department provides a cleaning service on Wards, Medical Assessment Unit, Outpatients Department, Physiotherapy Department and Auxiliary Areas. The Housekeeping Department follows HSE Infection Control Policy.</p>
<b>Reporting Relationship</b>	The Domestic will report to Catering & Household Manager or designated officer.
<b>Purpose of the Post</b>	Responsible for the general cleaning of the service area and ensure the agreed standard of cleanliness and hygiene are maintained in all areas and appropriately documented in line with national and locally devised policies and regulations.
<b>Principal Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out cleaning duties on Wards, Day Services, Outpatients Department, Auxiliary Areas, Offices, Corridors and any other designated areas in Mallow General Hospital.</li> <li>• Comply with Infection Control Guidelines, cleaning policies and procedures</li> <li>• Maintain cleaning records for HIQA and other audits.</li> </ul>



- Provide a quality cleaning service to patients, visitors and staff ensuring that the service is of the highest standard.
- To comply with work schedules and procedures in designated area.
- Clean and disinfect isolation rooms.
- Damp dust beds, lockers, light fittings, bins, dispensers, hand towel and toilet roll holders, door and window frames, window ledges, skirting boards, walls, curtain rails, blinds etc.
- Vacuum, wash and polish floors in ward areas, corridors and offices.
- Clean and disinfect wash hand basins, toilets and showers.
- Replenish soap, hand sanitiser, hand towels and toilet rolls.
- Wash and tidy patients' lockers and bed tables.
- Collect and tag waste and remove to designated holding areas.
- Attend to spillages immediately to reduce the risk of accidents.
- Clean and tidy storerooms on a structured basis.
- Change curtains as required following curtain changing policy.
- Carry out water flushing.
- Maintain a high standard of hygiene in the area he/she is assigned to.
- Requisition cleaning supplies and ensure that they are used economically.
- Maintain cleaning equipment and report any faults to the Line Manager.
- Ensure that the correct procedures are followed when handling chemicals.
- Complete deep clean of areas as required.

**Other Responsibilities:**

- Adhere to HSE policies, procedures and guidelines on cleaning standards.
- Be familiar and comply with the Hospital Policies in relation to Health and Safety, Fire, Infection Control, Hand Hygiene and Waste Management.
- Assist auditors as required during inspections.
- Attend training courses as required.
- Complete training on HSE Land as required.
- Maintain confidentiality, dignity and respect of patients and staff.
- Maintain a good standard of personal hygiene, ensuring the dress code and uniform policy are adhered to.
- Undertake night duty, shift duty as required.



	<ul style="list-style-type: none"> <li>• May be required to cross cover areas in Mallow General Hospital due to service needs.</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• In accordance with Health and Safety at work policy, it is each staff members responsibility to observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.</li> <li>• Understand and adhere to all relevant HSE policies, guidelines and procedures,</li> <li>• Comply with health and safety, infection control and risk management procedures, and statutory obligations.</li> <li>• Report any incident or potential incident which may compromise the health and safety of patient/ clients / residents, staff or visitors and take appropriate action.</li> <li>• Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.</li> <li>• Not undertake any duty related to patient/ client / resident care for which he/she is not trained.</li> <li>• Attend training courses as required e.g. Hygiene, HACCP, Fire Prevention etc.</li> <li>• Conduct themselves in a manner that ensures safe patient/ client care.</li> </ul> <p><b><u>Education &amp; Training</u></b></p> <ul style="list-style-type: none"> <li>• Attend induction and mandatory in-service education.</li> <li>• As directed participate in the induction of new staff.</li> <li>• Maintain continuous personal and participate in team-based development education, training and learning.</li> </ul> <p><b><u>Administrative Duties:</u></b></p> <ul style="list-style-type: none"> <li>• Attend staff meetings and contribute constructively to the smooth running of the unit.</li> </ul> <p><b>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application:</b></p> <p>a) Relevant experience in a Housekeeping Environment in the Healthcare/Hospitality Sector.</p> <p style="text-align: center;"><b>And</b></p> <p>b) Have attained such standard of education as would enable him/her to discharge the duties of the post.</p> <p><b>Health</b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<p><b>Post Specific Requirements</b></p>	<p><b>Candidates must demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Depth and breadth of experience as relevant to the role.</li> </ul>



<b>Additional eligibility requirements:</b>	<b>Citizenship Requirements</b>  Eligible candidates must be:  (i) EEA, Swiss, or British citizens  <b>OR</b>  (ii) Non-European Economic Area citizens with permission to reside and work in the State  Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign.
<b>Skills, competencies and/or knowledge</b>	<b><u>Professional Knowledge &amp; Experience</u></b>  <b>Demonstrates:</b> <ul style="list-style-type: none"><li>• Good knowledge of housekeeping duties and in particular, hygiene principles.</li><li>• An awareness and knowledge of Health &amp; Safety issues in relation to the work area.</li><li>• Understanding and experience of housekeeping services.</li></ul> <b><u>Planning and Organising Skills</u></b>  <b>Demonstrates:</b> <ul style="list-style-type: none"><li>• Evidence of effective planning and organisation skills.</li><li>• Ability to manage tasks/deadlines and effectively handle multiple tasks.</li></ul> <b><u>Commitment to Providing a Quality Service</u></b>  <b>Demonstrates:</b> <ul style="list-style-type: none"><li>• Awareness and appreciation of the service user.</li><li>• Evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li></ul> <b><u>Team Skills</u></b>  <b>Demonstrates:</b> <ul style="list-style-type: none"><li>• The ability to work on own initiative as well as part of a team, promoting a positive team spirit.</li><li>• Evidence of being able to work collaboratively with other staff in carrying out work tasks.</li><li>•</li></ul> <b><u>Communication &amp; Interpersonal Skills</u></b>  <b>Demonstrates:</b> <ul style="list-style-type: none"><li>• Effective communication skills.</li></ul>



	<ul style="list-style-type: none"> <li>• Good interpersonal skills and the ability to work with multi-disciplinary team members and capable of working on their own initiative.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p><b>Diversity, Equality and Inclusion</b></p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.</p> <p>Read more about the HSE's commitment to <a href="#">Diversity, Equality and Inclusion</a></p>
<p><b>Code of Practice</b></p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>Read the <a href="#">CPSA Code of Practice</a>.</p>
<p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



**Domestic, Mallow General Hospital  
Terms and Conditions of Employment**

<p><b>Tenure</b></p>	<p>The current vacancies available are permanent and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<p><b>Working Week</b></p>	<p>The standard weekly working hours of attendance for your grade are <b>39</b> hours per week. Your normal weekly working hours are <b>39</b> hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p>
<p><b>Annual Leave</b></p>	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
<p><b>Superannuation</b></p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01<sup>st</sup> January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31<sup>st</sup> December 2004</p>
<p><b>Age</b></p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <i>Public Servants not affected by this legislation:</i></b> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<p><b>Probation</b></p>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<p><b>Protection of Children Guidance and Legislation</b></p>	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.</p> <p>Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.</p> <p>You should check if you are a <a href="#">Mandated Person</a> and be familiar with the related roles and legal responsibilities.</p>



	Visit <a href="#">HSE Children First</a> for further information, guidance and resources.
<b>Infection Control</b>	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
<b>Health &amp; Safety</b>	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.</li> <li>• Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup>A template SSSS and guidelines are available on [writing your site or service safety statement](#).

<sup>2</sup>Structures and processes for effective [incident management](#) and review of incidents.