Genaral Duty Assistant

**Position Purpose and Nature**

1. Provides patient care and helps maintain a suitable environment.
2. Provide patient's daily care, comfort, safety and health needs.
3. Responsible for carrying out all cleaning activities related patient.
4. Key Accountabilities and Duties
5. Proper use of cleaning equipment.

Carry out any other duty as instructed by the Supervisor/Manager

Attend all scheduled staff training and safety meetings.

Estimate time and materials required on work orders.

Maintain work area and equipment in a clean and orderly condition following all prescribed regulations.

Know current Safety Regulations.

Respond to emergency call-in situations.

Have necessary stock and tools to perform the cleaning and housekeeping activities.

Make daily rounds of premises as assigned by Supervisor

**GDA** is one who He/she demonstrates basic patient care skills, communication skills and ethical behaviour while working in the clinics in shifts.