

SANITATION STAFF/DOMESTIC STAFF

CHIEF SANITARY SUPERINTENDENT

1. Overall responsible for supervision of subordinate staff in maintenance of cleanliness in Hospital.
2. Preparation of duty roster of Sanitary Supdt., Sanitary Inspector and Sanitary Supervisors.
3. Deployment of Nursing Attendant and Safai Karmachari taken as casual labours and to supervise their work.

4. To certify the work done during contract period and preparing payment bills for daily wages.

5. To take regular rounds of wards/departments to ensure proper sanitation.

6. Liaison with CPWD Civil for opening of blocked sewage lines, drains, W.C. etc.

7. To organise pest control programme in the hospital at regular interval.

8. Liaison with NDMC :

a) Daily removal of garbage by NDMC truck.

b) Opening of main sewage lines.

c) Removal of stray dogs, monkey's and cattle in the premises of the hospital.

9. I.E.C. – To educate sanitary staff on Hospital Waste Management and it must be stressed that Safai Karamchari follow guidelines on Hospital Waste Management rules and take universal precautions while handling bio-medical waste.

10. Stores – Indenting, maintenance of stores of sanitation item and inventories of expandable and non-expandable items.

11. Any other duty assigned by senior officer/Medical Supdt.

SANITARY SUPERINTENDENT

1. To supervise the work of sanitary inspectors working in the area assigned to sanitary superintendents.

2. To take regular round of the area for cleanliness.

3. To assist Chief Sanitary Supdt. in administrative work.

4. To take responsibility of Chief Sanitary Supdt. in his absence.

5. To maintain discipline amongst the sanitation staff.

6. Any other duty assigned by senior officer incharge of Sanitation.

SANITARY INSPECTOR

1. He is in charge of Sanitation of the area assigned.
2. To supervise and guide sanitary supervisors in their work.
3. To report to Sanitary Supdt. regarding administrative constraint faced by Safai Karmachari's of the area.
4. To take surprise round of ward/OT etc. for cleanliness of floor and toilet etc.
5. Any other responsibility assigned by Sanitary Superintendent.

SANITARY SUPERVISOR

1. To supervise the work of Safai Karmacharis.
2. To provide replacement of Safai Karmacharis if regular Safai Karmachari is on leave.
3. To maintain the cleanliness and proper sanitation of the area under his/her supervision.

CARETAKER

1. To look after the maintenance of building including Hostel and Dharmashala.
2. To maintain proper record of furniture and other items in Hostel & Dharmashala.
3. Allotment of accommodation in consultation with Hostel Warden.
4. To ensure fire protection and security arrangement in building.

STEWARD

1. He will receive indents from the wards compile them and make consolidated indent for daily requirements of food articles.
2. He will indent, receive, store, issue and account for bulk supplies of food articles when store keeper is not provided.
3. He will receive the daily supplies of raw food from the contractor, issue it to Head cook of the kitchen according to scale and keep proper accounts when store keeper is not provided.

4. He will check the monthly bills of the contractor regarding the correctness of the supplies made with reference to ledgers and other documents.

5. He will arrange for local purchases of food articles not supplied by the contractor.

6. He will supervise the cooking to see that food is cooked as required by the Dietician/Catering Officer.

7. He will see that the cooked food is stored temporarily under hygienic conditions till it is distributed to wards.

8. He will supervise the distribution of food to the wards

9. He will supervise the proper cleaning of utensils, maintain the cooking appliances in good condition and see to the general cleanliness of the kitchen.

10. He will supervise the disposal of food wastes.

11. He will report to the Dietician/Catering Officer or other higher authorities regarding :

- (a) problems of food service;
- (b) problems of maintenance of buildings and appliance, and
- (c) problem of staffing of the department.

12. He will do any other duty assigned to him.

STOREKEEPER

1. He will receive, store and issue supplies according to scales whenever prescribed or with reference to orders issued by the officer in charge kitchen.
2. He will report to the officer in charge kitchen about inadequacy or delay in supplies.
3. He will show all supplies received to the officer in charge of the kitchen for approval.
4. He will maintain stock registers satisfactorily.

5. He will verify supplier's bills.

6. He will properly arrange his stores and to physical checking of store every week or month and submit his report regarding surpluses losses, etc.

7. He will perform such other duties as may be specified by the officer incharge kitchen.

HEAD COOKS

1. He will supervise the work of kitchen staff working under him.

2. He will see to the care and maintenance of the equipment.

3. He will see to the sanitation and cleanliness of the department.

4. He will open and close the kitchen.

5. He will maintain and improve standards of food preparation and service.

6. He will represent kitchen staff to the dietician.

7. He will supervise the food service.

8. He will check wastage, spoilage of food, etc.

9. He will assign duties of the kitchen staff whenever necessary.

10. He will report about gas requirements to the store keeper.

11. He will do any other duty that may be assigned to him from time to time.

12. The Head Cook and Cooks should see that the various meals are supplied to the hospital according to the following timings:

Morning Tea	6.30 to 7.30 A.M.
Breakfast	8.00 to 9.30 A.M.
Lunch	12.00 (Noon) to 2 P.M.
Evening Tea	3.00 to 4.30 P.M.
Dinner	6.00 to 7.30 P.M.

COOK

1. He will receive food articles according to indents from the steward/store keeper.

2. He will prepare food as required by the Dietician and according to the menu.

3. He will store cooked food properly till distribution.

4. He will distribute the food to the various wards for further distribution by the ward staff and prevent wastage of food.

5. He will maintain the cooking ranges and other cooking appliances in good condition.

6. He will supervise the duties of other auxiliaries working in the kitchen and in their training.

7. He will observe personal hygiene and use the special clothing of aprons provided while performing his duties.

8. He will maintain cleanliness of the kitchen and utensils.

9. He will take safety precautions to prevent fire and injuries to those working in the kitchen.

10. He will perform such other duties as may be assigned to him from them to time.

MATE, BEARER AND KHIDMATGAR

1. He will clean grains, wash and cut vegetables, make dough and balls for chapaties.

2. He will help cooks in the filling of water.

3. He will do dusting and arrange equipment in the kitchen.

4. He will give a helping hand to the cooks while cooking.

5. He will bring back food trolleys, cans, etc., from wards.

6. He will serve food to the patients, doctors and nurses.

7. He will do any other duty that may be assigned by the Head cook.

MASALCHIES

1. He will wash pots, pans and all other kitchen utensils.

2. He will do any other duty that may be assigned to him by the Head Cook.

PEON

1. He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
2. He will attend to dusting of the tables and walls, and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.
3. He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
6. He will attend to the telephone calls when the officer is not in his seat.
7. He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
8. He will run errands on official business within the hospital and outside, if necessary.
9. He will bring tea and other refreshments from the Canteen to the officer concerned whenever required.
10. He will expeditiously deliver the outgoing mail to the addresses and post office and bring the incoming mail from the post office and other officers.
11. He will assist in moving stores from one place to another within the hospital when ordered by responsible personnel. He will move stores from and to the hospital or go to bank for cash/cheques, etc.
12. He will assist in packing parcels, closing and stamping of letters.
13. Whenever necessary and authorized by the responsible personnel, he will also do the duties of a chowkidar or a gate peon.

NURSING ATTENDANT

1. He will be doing dusting of the department and will also assist Nursing Personnel for dis-infection of the rooms.

2. He will assist Nursing Personnel in patient care.
3. He will get the indent from stores and also bring sterilised items from C.S.S.D.
4. He will take referred call to various departments.
5. He will provide first-aid to patients when required.
6. He will transfer patient from ward to other supportive departments for investigations and diagnostic procedure.
7. He will assist Nursing Staff in packing the dead body & their transportation to mortuary.
8. He should be courteous and polite to patients and their attendants.

SECURITY GUARD

1. He should be polite, sympathetic, courteous, honest under all circumstances.
2. He will perform his duty as per roster prepared by Security Officer with a copy endorsed to CMO Casualty.
3. He will allow one attendant with one patient. He will perform his duty with patience and will give no room for complaint.
4. He will be responsible for security of the area under his charge and is answerable to Officer Incharge Security/CMO Incharge Casualty for any untoward incidence.
5. He will perform any other duty as required by his supervisor/security officer.

STRETCHER BEARER

1. He will be on duty round the clock as per duty roster.
2. He will assist in transferring the patient from ambulance/car to the stretcher or wheel chair or from one ward to the other.
3. He will be prompt in carrying out his duties while transferring the patient.

4. He should be trained in first aid treatment.
5. He will do any other duty as assigned by Doctor/Sister Incharge of the Ward.
6. He should be polite and sympathetic to patients.

SAFAI KARAMCHARI

1. He will keep the area neat and clean.
 2. He will give urinals and bedpans as and when required by patient after thoroughly cleaning with antiseptic lotion.
 3. He will carry stool, urine samples, blood and other body fluid and tissues samples to respective laboratories and bring back reports from there.
 4. He will transport dead bodies to mortuary and dispose off dead fetus and amputated limbs or other parts of body to incinerator as final disposal.
 5. He will be cleaning the soiled linen with water and after treatment with 1% bleach solution or Sodium Hypochloride, he will send it to laundry for further washing of linen.
 6. He will take all personal precautions while handling infectious bio-medical waste of the hospital.
 7. He will be courteous to patients and their attendants.
 8. Any other duty assigned by the officer incharge.
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