

JD - General Duty Assistant (Sodexo)

Organization Name	Sodexo
Company URL	www.sodexo.com
Industry Type (e.g. Retail / Hotel / BPO / Logistic)	Food services and facilities management
Designation / Job Profile	General Duty Assistant
No. of Positions / Vacancies	10
Qualification Required	12 th Pass/Graduate/GDA Certificate
Location of the Job	Vijaya Hospital (A Unit of Vijaya Medical & Educational Trust), Chennai
Experience	0.5 – 1 Years
Age Limit	18-25 Years (As per 10th Certificate / Aadhaar Card)
Nature of the Job (Sales / Back End Support / Inbound / Outbound / Customer Services)	General Duty Assistant (GDA)
JD & KRA for the Candidates	<ul style="list-style-type: none"> • Assist staff nurses in shifting patient to the investigation rooms or during discharge • Patient's file transfer to billing, wards and OT • Assist patients for toilet activities • Take measurements of the urine of the patient and document • Cleaning & dusting of the nursing station and the ward • Take and receive the required inventories to and from the ward • Assist staff nurse in maintaining ward inventories. • Bring the indents of the ward • Assist staff nurses for patient sponge activities. • Assist patient to change uniforms as and when necessary. • Collecting washed linen from laundry to the ward. • Segregation of garbage (general & biomedical) from rooms to utility area • Washing & upkeep of dustbins • Assist the patient to place bedpan and other requirements if and when necessary • Cleaning of patient debris (vomit/stool/urine) • Daily Washing and upkeep of stool & urine pot. • Bed making & dusting of all furniture and fixtures in the room including medicine trolley. • Take the requisition for all the diagnostic test and procedures to the respective department.

	<ul style="list-style-type: none"> • All function as instructed and scheduled by the in charge staff nurses • Assist staff nurses and Doctor while providing any treatment for patients as and when necessary • Provide drinking water to patient • Provide tea/coffee to relative in case of instructions from ward incharge. • Dead Body Management.
Salary	1 LPA to 1.5 LPA CTC
Others	Accommodation based on availability, No food.