
JOB DETAILS

Job Title: **Housekeeping Assistant**
Grade: **£22,383 per annum (pro rata)**
Hours: **25hrs per week (Mon -Fri afternoons)**

ORGANISATIONAL ARRANGEMENTS

Accountable to: **Corporate Services Manager**
Other Accountabilities: **Director of Clinical Services**

JOB SUMMARY

To provide a high standard of cleaning and domestic duties throughout the Hospice maintaining a clean and safe environment, complying with all guidelines and regulations.

KEY RESPONSIBILITIES

The post holder will:

1. Undertake cleaning and domestic duties in office and patient care areas following the daily and weekly schedules. Recording the completion of jobs as they are done and ensuring the highest standards of hygiene and cleanliness, and meeting required standards of infection prevention and control, environmental health, and Hospice procedures.
2. Maintain knowledge of infection control procedures and to take advice from the senior Sister of the In Patient Unit, nurse in charge or staff on shift as necessary.
3. Provide support with internal laundry.
4. Ensure the highest standards of hygiene and cleanliness and meeting required standards of infection prevention and control, environmental health and Hospice procedures.
5. To undertake additional deep cleans of ward areas following patient discharge (or as required) in line with the requirements of the inpatient unit.
6. To ensure that knowledge, understanding and observation of COSHH regulations.
7. To ensure that all product information with regards to the correct usage and dilution strength of cleaning materials is adhered to.
8. Follow safe working practices at all times, particularly with regard to the use of electrical equipment, and maintain personal awareness of Health & Safety, bringing to the attention of the appropriate person any noted risks.

9. Maintaining a safe working environment for yourself and colleagues.
10. Reporting any defects in the building fabric and furnishings to the Facilities Department.
11. Clearing, washing and putting away of patients' cutlery and pots after meals.
12. Replenishing liquid soap, paper towels, toilet rolls, and air fresheners as required.
13. Work as a team and support other Housekeeping Assistants to provide cleaning services to all areas of the Hospice. As part of a team you will be required to work weekends, bank holidays and cover other shifts as required.
14. Support volunteers working in the Housekeeping team.

Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-ordinator, as appropriate.

Health and Safety/Security

1. To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.
2. To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.
3. To take responsible care for the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.
4. To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.
5. To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.
6. To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.
7. To oversee Risk Management Assessments and ensure outcomes are acted upon.

EDUCATION AND TRAINING

The post holder will:

1. Participate in the Hospice Appraisal System.



2. Maintain high professional standards and continue their own personal and professional development.
3. Participate in the orientation of new staff
4. Attend all mandatory training/update sessions.

GENERAL

1. **Confidentiality-** It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** - The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety-** Staff must ensure they are familiar with the requirements of the Health and Safety at Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding-** Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that maybe reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Due to the nature of the organisation you will undertake any other reasonable tasks or duties that are deemed to be within your capability, to meet the needs of the organisation's services and/or directed by a senior manager to whom you have a reporting relationship.

PERSON SPECIFICATION

JOB TITLE: HOUSEKEEPER

	ESSENTIAL The qualities without which a post	DESIRABLE Additional qualities which can	METHOD OF ASSESSMENT
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	holder would not be appointed.	be used to choose between candidates who meet all the criteria.	Application form/ Interview/ Certificate / Other.
QUALIFICATIONS	Good standard of general education GCSE level or equivalent		Application form/CV/ interview and certificates
EXPERIENCE	Previous cleaning experience	Experience working in care home, hospice environment Knowledge of infection control procedures Able to operate relevant cleaning equipment e.g. steamers, floor machines Some knowledge of Health and Safety, particularly COSHH	Application form/CV /interview and references
SKILLS/KNOWLEDGE	Good communication skills and interpersonal skills Ability to follow procedures and effectively manage tasks		Application form/CV /interview and references.
OTHER	Smart, tidy appearance A caring, helpful and considerate approach towards patients, visitors and staff with the ability to work in a palliative care setting Must demonstrate a pleasant disposition at all times Must be trustworthy, a good time keeper and demonstrate flexibility Motivated and capable of using initiative Ability to work alone and as part of a team Ability to prioritise, work under pressure and meet deadlines		Interview/References