

Job Description – Bank Housekeeper



Salary Scale:	Overgate Grade £8.91 + £1.50 per hour on weekends
Hours:	To be worked on a shift rota covering weekdays, weekends and bank holidays. No set minimum hours offered.
Responsible to:	Head of Housekeeping
Accountable to:	Head of Housekeeping

Job Summary

To assist the housekeeping team in maintaining high standards of hygiene in all areas of the hospice especially with regard to patient and clinical areas

- We are a no smoking organisation
- The employee must maintain a safe working environment in accordance with our Health and Safety Policies
- The employee must participate in the development and implementation of organisational policies
- The employee must be actively involved in the organisations Governance support the audit cycle

- The employee must maintain strict confidentiality at all times and work within the guidelines of the Data Protection Act

Minimum Qualifications / Experience Required

- Previous experience of cleaning in a workplace environment
- Previous experience housekeeping in a clinical environment
- Basic awareness of COSHH regulations

Key Working Relationships

- Head Housekeeper
- IPU Staff
- Day Hospice Staff

Duties and Responsibilities of the Post:

- Carry out domestic duties as required, assisting the housekeeping team in maintaining high standards of hygiene in all areas of the Hospice
- Undertake Housekeeping duties in all areas of the Hospice including the In Patient Unit, Day Hospice and Offices. Areas that are cleaned include bedded areas on the Inpatient Unit, sanitary areas, relative's room, corridors, entrances, offices and small kitchens
- Ensure all daily/weekly/monthly tasks are adhered to by organising and prioritising own workload. This includes the following list of tasks which is not intended to be exhaustive:
- Daily: Damp dusting, dry and damp mopping, vacuuming, emptying of bins, laundry and proactive replenishing of stock, e.g soap, paper towels
- Weekly: High level dusting, cleaning of skirting boards and windows
- Monthly: Curtain changing, cleaning tiles, using Rotary floor machine to scrub floors
- Work cooperatively with other teams, particularly the nursing team, supporting different staff and volunteers in maintaining a clean and safe environment for all patients, staff and visitors
- To undertake any other tasks as required in assisting the Housekeeping team under the direction and supervision of the Head Housekeeper
- Be aware of the need for cost effectiveness and efficiency
- Maintain strict confidentiality at all times
- Attend meetings and take part in audit and quality initiatives as appropriate

- To comply fully with all Hospice Health and Safety requirements and working practices
- Undertake Mandatory training and other training pertinent to the role
- To Participate in programmes of supervision and appraisals in place at the Hospice
- The employee and employer share responsibility to review and amend this job description as appropriate

Safeguarding Children and Adults at Risk

All Hospice staff are required to act in such a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with and adherence to the Hospice safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

Valuing Diversity and Equality

All employees should carry out their duties in accordance with the values and principles of valuing diversity and equity of provision. It is the responsibility of all employees to support the Hospice vision of promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Hospice's Equal Opportunities Policy.

PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Knowledge			
Basic awareness of COSHH regulations and Health and Safety		✓	Application Form & Interview
Experience			
Previous experience of cleaning in a workplace environment	✓		Application Form & Interview
Previous experience of Housekeeping in a clinical environment		✓	
Skills/Abilities			
Flexible approach to working hours	✓		Application Form & Interview
Courteous and professional approach to all work	✓		Application Form & Interview
Ability to work in a team which includes volunteers	✓		Application Form & Interview
Flexible and cooperative approach to work and working with colleagues	✓		Application Form & Interview
Personal Attributes			
Good timekeeping		✓	Application Form & Interview
Ability to communicate effectively verbally and in writing to colleagues, patients and visitros		✓	Application Form & Interview
Resilient, calm and professional under pressure		✓	Application Form & Interview
Self-motivated and proactive approach to work	✓		Application Form & Interview
Able to prioritise workload	✓		Application Form & Interview
Ability to maintain confidentiality	✓		Application Form & Interview
Excellent attention to detail	✓		Application Form & Interview