

JOB PROFILE

Post: Housekeeping Assistant (BANK)

Reference: HSE 03

Responsible to: Housekeeper

Accountable to: Director of Clinical Services

JOB SUMMARY

- To assist in the provision of all domestic, cleaning and laundry services within the Hospice and associated premises as required by the Housekeeper, to an agreed high standard.

MAIN RESPONSIBILITIES OF THE POST

1. Working as a member of the Housekeeping team and under the supervision of the Housekeeper ensuring that all areas of the Hospice are maintained to a high standard and in accordance with housekeeping cleaning schedules.
2. Ensure all linen and laundry is handled in accordance with Hospice policy.
3. Work closely with the Nursing team to ensure a high standard of care for patients.
4. Report all defects to the Housekeeper.
5. Have (or develop) an awareness of laws or policies relating to Health & Safety, COSHH and Infection Control.
6. The usage of all cleaning equipment and materials in accordance with manufacturer's recommendations and Hospice policy.
7. To undertake necessary training and development as required.
8. Maintain strict confidentiality with regard patients, their families and the Hospice at all times.
9. To undertake other reasonable duties as requested by the Housekeeper, Support Services Manager, Chief Executive or other member of the Executive Team.
10. To be responsible for all housekeeping aspects of Infection Control.

This Job Profile is an outline of responsibilities and will be subject to review, in consultation with the postholder, in order to meet the changing needs of the Hospice.

JOB SPECIFICATION

Post: Housekeeping Assistant (BANK)

	<u>Essential</u>	<u>Desirable</u>
<u>Skills, Experience and Knowledge</u>		
Housekeeping and Laundry	*	
COSHH & Health & Safety Regulations		*
Working to Cleaning Schedules		*
Basic Record Keeping		*
Stock Control & Rotation		*
Infection Control		*
Basic Food Hygiene Certificate		*
<u>Personal</u>		
Confidentiality	*	
Flexible approach to working hours and willingness to cover/relieve	*	
Fit and healthy (due to physical nature of job)	*	
Committed to providing a quality and measurable service	*	
Good communicator	*	
Honest, reliable, punctual and trustworthy	*	
Good sense of humour	*	
Willingness to help with fundraising or at events		*
Belief in hospice philosophy	*	

JOB DETAILS

Post:	Housekeeping Assistant (BANK)
Reference:	HSE 03
Salary:	Hospice Salary Grade 1 Hourly Rate from £5.89 - £6.26 Enhancements are paid for weekend and bank holiday working.
Hours:	Variable
Annual Leave:	You will be entitled to 4 weeks holiday per year pro rata which will be calculated twice yearly and paid in your March and September salaries.
Pension:	The NHS pension scheme is transferable. Alternatively there is the option of joining the St. Leonard's Hospice contributory pension scheme. Please speak with the Finance Team for further details.
Healthcare Schemes	There is the option of joining contributory healthcare schemes at advantageous rates. This may be deduced from salary and is available to families of employees.
Period of Notice:	One month.
Probation Period:	Six months.
Uniform	A uniform will be provided for this post.
Staff Handbook And Terms & Conditions	Staff are encouraged to refer to these documents for further information which will be issued on appointment.