

Agreed Job Description and Person Specification

PART 1 – JOB DESCRIPTION

Job Title:	Housekeeping Assistant
Line Manager:	Property Services Manager
Professionally Accountable to:	Chief Executive

Job Purpose

To provide and maintain a high level of cleanliness ensuring work is carried out safely and provides a hygienic environment for patients, staff and visitors. To wash, press and handle in-house laundry using systems of agreed working practices bearing in mind infection control.

Responsibilities

- Working safely with the use of all cleaning materials and equipment to themselves and others
- To work safely with current Health & Safety COSHH (Control of Substances Hazardous to Health) legislation
- Storage of cleaning material in the cleaning cupboard in a safe and responsible way
- To use the rotary iron, floor cleaning equipment and any other machines applicable to the job
- To carry out laundry duties safely bearing in mind Infection Control policies: collecting soiled laundry, the washing, segregation and pressing of in-house linen as necessary
- To report all accidents and record in the Accident Book
- Reporting any defects in equipment or maintenance issues, label accordingly and remove from service
- To handle and dispose safely all clinical and domestic waste appropriately
- To cover as necessary for holidays, etc. other Housekeeping Assistants on the In-Patient Unit

Professional Responsibilities

- To maintain confidentiality
- To work within the policies and guidelines of Weston Hospicecare
- To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates
- To maintain good working relationships with all members of the hospice staff and volunteers
- Undertake any in-service training in line with Weston Hospicecare Policy

Educational Responsibilities

- To participate in the orientation and development of new staff members and volunteers
- To keep up-to-date with current practice and legislation
- To maintain and extend personal knowledge and expertise in all aspects of administration and to share information

Health and Safety

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work
- To co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work

Additional Job Facts

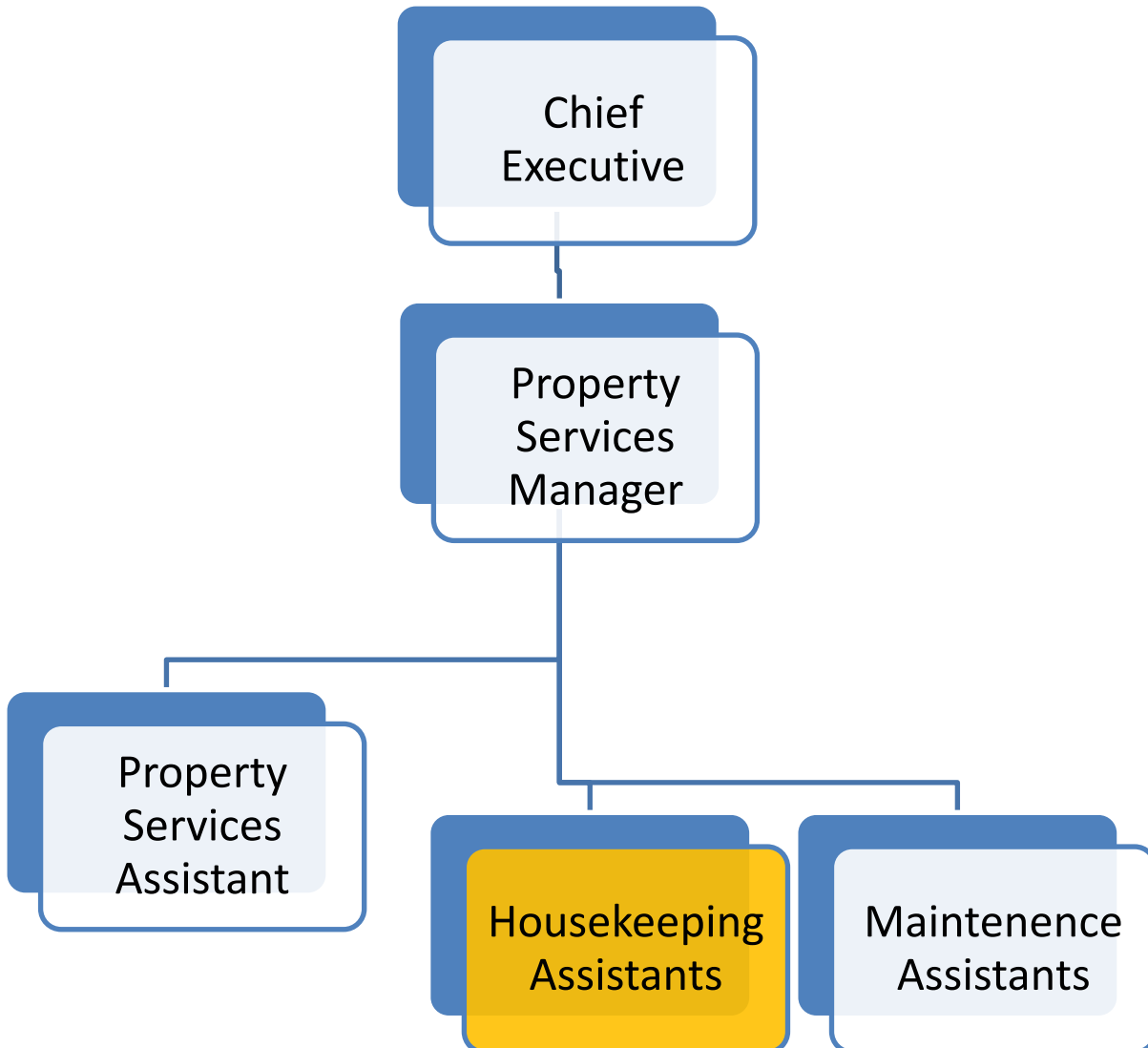
- Work unsupervised as required

Scope of Job Description

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment.

Organisational chart



PART 2 – PERSON SPECIFICATION – HOUSEKEEPING ASSISTANT

Criteria	Essential/ Desirable	How Evidenced & Assessed
Qualifications and Knowledge		
Experience of working as a Housekeeping Assistant in a Health Care environment	D	A/I
Communication and people skills		
To be able to verbally communicate confidently with patients	E	I
To verbally communicate clearly with line manager, nurses and other staff members	E	I
Organisational Skills		
Basic organisational skills are required with an ability to prioritise daily routines to fit in with patient and staff needs	E	A/I
Work on own or as part of a team	E	I
Skills		
Literate and numerate	E	A/I
Ability to follow written instructions (for example, to be able to mix cleaning agents)	E	I
Other Requirements		
High standard of personal hygiene	E	I
Ability to carry out physically demanding role	E	A/I