

ST GILES HOSPICE

JOB DESCRIPTION

I	<p>Job Title: Housekeeping Assistant</p>
	<p>Responsible to: Housekeeping Team Leader</p>
	<p>St. Giles Hospice St Giles Hospice is a registered charity offering high-quality specialist care free of charge for people living with diseases which may not be curable as well as providing support for their families and carers.</p> <p>Services include a team of community-based St Giles clinical nurse specialists, two state of the art in-patient facilities, Day Hospice, Hospice at Home, Bereavement and Family Support, and an internationally renowned Lymphoedema Clinic.</p> <p>Patients come from across the hospice's catchment area, which ranges from Ashby-de-la-Zouch and Atherstone in the east, to Cannock and Walsall in the west – and from Burton and Uttoxeter in the north, to Sutton Coldfield and Coleshill in the south.</p> <p>Care is offered at the hospice's centres in Whittington, Sutton Coldfield, Walsall and in patients' own homes across the region.</p> <p>St Giles spends over £9 million a year providing its specialist services and with little more than a third of this funded by the Government, the registered charity relies heavily on donations and income generation from the local community.</p> <p>St Giles Employee approximately 450 paid staff and over 1,200 volunteers.</p>
II	<p>Job Purpose: To become part of the Housekeeping Team providing high quality cleaning services across the Hospice in order to offer a safe, clean and welcoming environment to patients, visitors and staff.</p>
III	<p>Job Activities: <u>The range of duties involve:</u></p> <ul style="list-style-type: none"> • Cleaning toilets/bathrooms/kitchen areas. • Cleaning office accommodation. <ul style="list-style-type: none"> - Vacuuming, dusting, emptying bins, checking sinks, cleaning phones • Cleaning common corridors <ul style="list-style-type: none"> - Vacuuming, dusting, cleaning skirting boards, window cleaning. • Cleaning specialist areas (as required) <ul style="list-style-type: none"> - Barrier cleaning within infection control guidelines • Preparing patient trays e.g. <ul style="list-style-type: none"> - for dining, water, beakers • Washing up (using dishwasher) and putting away • Floor cleaning <ul style="list-style-type: none"> - Carpets - Hard Floors (Using industrial equipment). • Waste removal both general and clinical where applicable • Laundry <ul style="list-style-type: none"> - Washing/ ironing - Putting personal/ hospice clothing/ bedding into storage.

	<ul style="list-style-type: none"> Covering other areas of need as required. <p><u>Standards</u></p> <ul style="list-style-type: none"> Maintaining standards laid down by the Housekeeping Team Leader and to make suggestions for their improvement. Working as a team and supporting other Housekeeping Assistants to provide cleaning services to all areas of the hospice. Supporting voluntary helpers allocated to Housekeeping Team. Reporting all faulty equipment to the Housekeeping Team Leader/Nurse in Charge/Stewards as appropriate. Undertaking any other duties as may reasonably be requested by the Housekeeping Team leader. <p><u>Other:</u></p> <ul style="list-style-type: none"> To respect patient and staff confidentiality. To undertake all mandatory training and updates. Following infection control procedures and policies as they apply to the Housekeeping Services Department To follow agreed cleaning protocols. To be aware of and follow Health & Safety and other relevant Hospice policy and procedures. To actively support the timely ordering and cost-effective use of cleaning materials and housekeeping supplies. Be aware of and follow COSHH regulations. 		
IV	<p>Terms and Conditions of Employment Scale of Pay: Meets National Minimum Wage relevant to age, plus unsocial enhancements for weekends and bank holidays</p> <p>Holiday Entitlement: 27 days (Rising with service to 35 days)+ 8 Bank Holidays pro rata</p>		
V	Person Specification		Essential/ Desirable
	Qualifications	<ul style="list-style-type: none"> Experience cleaning in a healthcare environment 	D
	Skills	<ul style="list-style-type: none"> Cleaning Use electrical cleaning equipment Good oral communication 	E D E
	Knowledge	<ul style="list-style-type: none"> Health and Safety at Work Act 1974 Cleaning Equipment 	D D
	Attributes	<ul style="list-style-type: none"> Flexibility Team worker Well organised Empathy 	E E E E

This job description does not attempt to list all the tasks that the post holder would be expected to undertake. From time to time you may be expected to undertake work in other departments.