



JOB DESCRIPTION	
Job Title:	Housekeeping Assistant
Hours of Work:	12 hours total 6 hours Saturday & 6 hours Sunday
Base:	£ 12.97 + weekend uplift
Department:	Housekeeping
Accountable To:	Housekeeping Team Leader
Responsible For:	
Job Purpose:	To assist in the provision of all housekeeping and laundry services within the Hospice, as required by the Housekeeping Team Leader, to an agreed high standard.
Organisational Summary	Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub. We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.
Main Duties & Responsibilities:	
Key Duties and responsibilities 1. Working as part of the housekeeping team under the Supervision of the Housekeeping Team Leader, ensuring that all areas of the Hospice are maintained to a high standard of cleanliness and in accordance with cleaning schedules provided by the Housekeeping Team Leader. 2. To follow strict Hospice procedures regarding the safe handling of clinical and sanitary waste, and when undertaking barrier cleaning duties (infection control areas).	

3. Follows a daily cleaning schedule as set down by the Housekeeping Team Leader, taking account of additional housekeeping requests and re-prioritises cleaning schedule accordingly. Works mainly unsupervised during weekend and evening shifts.
4. Records all daily and monthly cleaning duties carried out, and any issues raised and discussed at regular team meetings.
5. Ensure all linen and laundry is handled in accordance with Hospice policy with regards to infection control, and using a colour coded system.
6. Distribute, record and rotate domestic products.
7. Safe usage of all cleaning equipment and materials in accordance with Hospice policy and guidelines.
8. Reporting and recording of any defects in cleaning equipment and structural/fabric defects to Housekeeping Team Leader and Maintenance.
9. Ensure that windows and doors are securely locked in the office and The Day Therapy Unit areas.

General

1. Respect confidentiality applying to all Hospice areas.
2. Maintain an awareness of all relevant legislation and Hospice policies/procedures and act in accordance with them.
3. Maintain an awareness of personal responsibilities as defined by the Health & Safety at Work Act 1974, thus maintaining a safe working environment.
4. To participate in suitable training courses and mandatory training within the Hospice as required.
5. Carry out any other duties deemed appropriate to the post by the Hospice Management.

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

COMMUNICATIONS AND WORKING RELATIONSHIPS

INTERNAL

Communicates all job-related information to housekeeping team colleagues, nursing staff, maintenance and Support Services Manager/HR Manager.

Communicates with Hospice staff, patients and visitors.

EXTERNAL

Contractors

Other Responsibilities
1. To undertake any other duties, commensurate with the role as required by the Hospice. 2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times. 3. The post holder will be expected to maintain strict confidentiality at all times. 4. The post holder will ensure that they are aware of and apply health and safety and fire precautions. 5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times. 6. The post holder is to ensure data protection is maintained at all times. 7. The post holder will be flexible in terms of working hours in order to meet service needs. 8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
Experience and work achievements:	
• Post related experience – desirable • Experience of working in a laundry – desirable • Basic Food Hygiene – desirable	
Skills and abilities:	
• Able to prioritise own workload whilst working to an agreed schedule of duties • Work both as part of a team and on own initiative • Communications skills (verbal and written) • Flexible working practice (shifts include weekends and evenings)	
Personal attributes:	
• Honest, reliable, trustworthy • Able to respect confidentiality	

Our Values and Behaviours:	
Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. Compassion: <i>We are caring and treat everyone with kindness and respect.</i> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously.	Assessment method – application form and interview