



PART 1 - JOB DESCRIPTION

JOB DETAILS

Job Title: Bank Housekeeping Assistant
Department: Housekeeping (Patient Services)
Manager Job Title: Housekeeping Team Leader

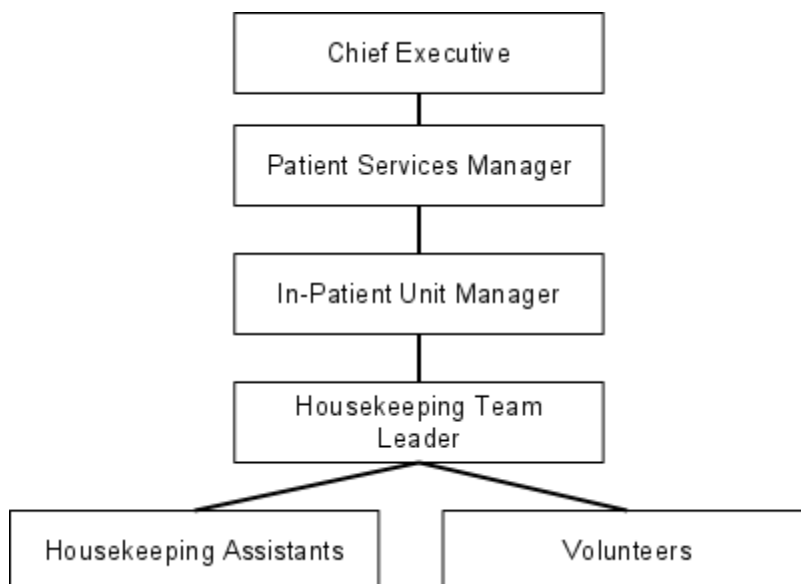
JOB PURPOSE

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.

ROLE OF DEPARTMENT

To provide an effective housekeeping and laundry service to the patients, staff and visitors of the Barnsley Hospice covering the In Patient Unit, The Limes (Day Hospice), Apex Rooms (conference facilities) and general areas.

ORGANISATION CHART





RESPONSIBILITIES (Budgetary/Supervisory)

The postholder will work under the direction and guidance of the Housekeeping Team Leader.

KEY TASKS 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 Limes (Day Hospice) areas.

GENERIC

- 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, Apex and Support Services staff..

Communicates with Hospice staff, patients and visitors.

EXTERNAL

Contractors



HOUSEKEEPING ASSISTANT

PART 2 - PERSON SPECIFICATION

PERSONAL REQUIREMENTS

ESSENTIAL:

- 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)
- Honest, reliable, trustworthy
- Able to respect confidentiality

DESIRABLE:

- Post related experience
- Experience of working in a laundry
- Basic Food Hygiene
- Awareness of COSHH regulations



JOB DETAILS

Post:	Bank Housekeeping Assistant
Salary:	£7.21 per hour, which includes holiday pay of 70p per hour, paid monthly in arrears
Hours:	As and when required/casual basis (includes weekends, some early morning start times of 7 am and some late afternoon finish times of up to 7/8 pm)