

Queenscourt Hospice Role Description	
Post:	Housekeeper
Reportable to:	Clinical Services Manager
Accountable to:	Health, Safety & Estates Manager

Role summary:

As a housekeeper at Queenscourt Hospice you will work independently yet as an integral member of the multi-disciplinary team ensuring that high standards of cleanliness and prevention of infection complement patient care.

Main Duties and responsibilities

1. Demonstrate a commitment to the philosophy of Queenscourt Hospice ensuring that high standards prevail
2. Be responsible for ensuring that Queenscourt is cleaned to high standards following organisational and regulatory infection control procedures
3. Be responsible for stock control and use of resources
4. Ensure that Queenscourt is cleaned as per the cleaning schedule
5. Keep accurate and timely records
6. Ensure the health and safety of self and others during the execution of your duties
7. Take action to remedy or report any hazard or unsafe working practice
8. Be competent in the nature of the substances used and the risks created by exposure to those substances
9. Ensure that adequate precautions are taken to maintain personal protective clothing and equipment to a high standard
10. Be responsible for instructing others e.g. volunteers in respect of safe working practices ensuring that health and safety issues are known and understood by them
11. Be accountable to the Clinical Services Managers for day to day practices
12. Be involved in working groups and attend meetings as required by the Clinical Services Managers
13. Have due regard for the privacy and dignity of patients and their relatives at all times.

Policies and Procedures

14. Understand and comply with the policies and practices of Queenscourt
15. To participate in an annual development and review process
16. To attend statutory training in accordance with Queenscourt requirements.

Health and Safety

17. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

Other

18. Maintain absolute confidentiality in all areas of work
19. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity
20. Any other duties commensurate with the grade and post.

NOTE:

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

Person Specification – Housekeeper

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<u>Qualifications</u>	<ul style="list-style-type: none"> No formal qualifications are essential to the role 	<ul style="list-style-type: none"> NVQ Level 2 Cleaning / Health and Hygiene Infection Control training relevant to role 	Application Form Certificates
<u>Experience</u>		<ul style="list-style-type: none"> Previous experience working in a similar role Previous experience working in a healthcare setting 	Application Form Interview References
<u>Skills & knowledge</u>	<ul style="list-style-type: none"> Good communication skills Good understanding of infection control principles 	<ul style="list-style-type: none"> Basic understanding of palliative care Basic understanding of the Hospice movement Basic IT skills 	Application Form Interview References Test
<u>Personal Qualities</u>	Highly motivated; calm attitude; can demonstrate initiative; team player who can demonstrate a positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers.		References Interview
<u>Disclosure and Barring Service (DBS)</u>	This post is subject to an enhanced disclosure and barring check		