

## JOB DESCRIPTION

**JOB TITLE:** Housekeeping Assistant

**REPORTS TO:** Facilities Manager

**ACCOUNTABLE TO:** Director of HR

**HOURS:** 18 hours week

**BASE:** ellenor Hospice

**JOB SUMMARY:** As a member of the Housekeeping Team, your duties will be general cleaning and housekeeping duties on the ward (IPU) or in the offices, also working in the Hospice laundry, whilst maintaining a high standard and working in line with hospice guidelines and policies.

The role is working 6hrs per day, Wednesday, Thursday and Friday, although some flexibility is required for holiday cover.

### POST SPECIFICATION:

#### Main Responsibilities are:

1. Collect used linen from around the hospice, and take to the laundry area; Sort articles before cleaning, separating them by fabric, colour, cleaning technique or dirt content for best results.

Other linen is separated from 'infection control linen' which has already been placed by nurses in sealed bags that dissolve in the wash. You place these in the washing machine and select the correct programme, ensuring you follow health and hygiene guidelines for dealing with contaminated items;

2. Remove stains on fabrics through application of bleaching powders and steam sprays Utilize portable machines or neutralizer solutions to tend to stained articles, through pre-soaking, spot-cleaning, sterilizing, scrubbing and drying articles as needed;
3. After using press to iron washed bedclothes, you deliver clean linen back to the ward and other areas where linen is used;
4. Alert manager when machines are in need of professional repair;
5. When laundry tasks are completed to include the sweeping, vacuuming and mopping of floors. Emptying bins and removing rubbish. Cleaning of toilets and bathrooms and cleaning public areas;
6. When undertaking general cleaning to be responsible for following Hospice guidelines for colour coded equipment. Follow safe working practices including Health and Safety guidelines and COSHH. To use equipment and machinery provided to complete tasks;

7. Expected to maintain confidentiality, and be sensitive and welcoming to patients and relatives.
8. There will be a need to keep abreast of changes required; therefore, this role requires the staff member to be able to adapt to change.

**GENERAL**

- To be aware of the philosophy of **ellenor** and to behave as a fit representative.
- To abide by the hospice confidentiality policies.
- To be aware of guidelines stated in the staff handbook and all relevant policies and procedures.
- To undertake bi-annual performance reviews when personal development plans will be discussed.
- To attend statutory and specialised training when required.

At **ellenor** we are committed to creating and managing a safe working environment for all our staff, visitors, volunteers and patients. All **ellenor** employees are expected to know, understand and deliver their Safety Responsibilities. All **ellenor** employees may be set at least one Safety Objective by their manager or supervisor which must be delivered if they are to meet their objectives.

This job description will form the basis of objective setting in your performance appraisal and will be reviewed annually.

Postholder's Name: .....

Postholder's Signature: .....

Date: .....

Manager's Name: .....

Manager's Signature: .....

Date: .....