



ST DAVID'S HOSPICE JOB DESCRIPTION

Job Title: Housekeeper
Responsible to: Housekeeping Supervisor
Accountable to: Clinical Clerical Officer
Responsible for: N/A

PURPOSE OF THE ROLE:

As a key member of the Hospice team, the Housekeeper ensures the maintenance of a safe, clean, and comfortable environment for patients, visitors, and staff.

This role directly contributes to the well-being of patients by helping prevent infection and creating a welcoming atmosphere.

The Housekeeper will work within the wider hospice team, supporting the organisation's commitment to high standards of hygiene and patient care.

DIMENSIONS & LIMITS OF AUTHORITY:

- The Housekeeper is responsible for the cleanliness of designated areas within the hospice, ensuring all tasks are completed to the required standards.
 - The role holds no budgetary or direct supervisory responsibilities, but adherence to infection control and health and safety regulations is crucial to the role.
 - The postholder has the authority to highlight any health and safety concerns to their line manager and ensure compliance with relevant hospice policies.
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MAIN DUTIES AND RESPONSIBILITIES:

- Maintain high standards of cleanliness across the hospice, including patient rooms, public areas, and offices, ensuring all areas meet infection control guidelines.

- Comply with the colour coding system for cleaning equipment to prevent cross-contamination and ensure best practice in infection control.
- Ensure safety by adhering to all infection prevention protocols, including proper hand hygiene and waste disposal procedures.
- Complete cleaning tasks such as mopping, vacuuming, dusting, and sanitising surfaces, along with periodic deep cleaning tasks as required.
- Handle clinical and general waste, ensuring correct disposal in line with hospice policies and regulations.
- Report any health and safety concerns or equipment malfunctions to the line manager promptly.
- Identify and report any untoward incidents, accidents, or potentially hazardous environments as necessary under the Health and Safety at Work Act.
- Adhere to all hospice policies, with particular reference to confidentiality, Data Protection, and Health and Safety at all times.
- Participate in all mandatory training, particularly relating to infection control, health and safety, and data protection, ensuring you remain up to date.
- Follow the hospice's safeguarding policies.
- Work autonomously but within a team environment to maintain a supportive atmosphere for patients and staff.
- Maintain strict confidentiality, ensuring compliance with Data Security, email, and internet policies.
- Ensure that any information recorded is accurate and correct in both electronic and paper records.
- Take responsibility for your own professional development and participate in the Hospice Performance Appraisal Process.
- Raise any concerns you have with your Line Manager, as encouraged by hospice policy.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder. It will also form the basis for annual staff appraisal.

PERSON SPECIFICATION:

	Essential	Desirable
<u>Education, Training & Qualifications:</u>	Willingness to undertake in-service training relevant to the duties of the post.	
<u>Knowledge & Experience:</u>	Experience in cleaning or housekeeping roles. Demonstrate good understanding of health and safety practices and infection control procedures.	Experience in healthcare or hospice settings. Ability to work with a wide range of cleaning materials, including chemicals.
<u>Skills & Attributes:</u>	Ability to work both independently and as part of a team. Strong attention to detail, ensuring cleanliness to high standards. Good communication skills and the ability to follow instructions.	