

East Anglia Children's Hospices - EACH

Job Description



Job Title: Housekeeper

Responsible to: Senior Housekeeper

Directorate: Care

Job Summary:

To provide an efficient, cost effective Housekeeping and Catering service for the Milton Hospice.

Responsibilities

- Carry out cleaning duties as laid down in the Hospice cleaning schedule, and as instructed by the Senior Housekeeper, Facilities Site Manager, Care Manager or Service Manager.
- Wash, dry and iron clothes, bed linen, towels and soft furnishings using the hospice laundry. If required, to arrange specialist external cleaners for complex tasks.
- Ensure that all cleaning materials are stored as directed.
- Understand C.O.S.H.H. Regulations, and ensure that only the cleaning products listed are used.
- Inform the Senior Housekeeper when stocks of cleaning materials are running low.
- Liaise with the Senior Housekeeper to ensure that Department of Health guidelines on cleaning standards are adhered to.
- In certain limited circumstances, assist the cook/chef with some catering or cleaning duties.
- Take responsibility for maintaining the cleanliness of the kitchen, and ensuring that the cleaning schedule is adhered to.
- Supervise volunteers, if required.
- Undertake any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading, as requested by your line manager or his/her higher level of authority.
- All duties are shared on a rota basis with other members of the Housekeeping team, providing 7 day cover.

This job description is not exhaustive and may be amended as necessary. It is intended as a guide to the duties and responsibilities of the post.

General requirements

- Keep up to date on best practice within the charity sector, highlighting trends and insight that could inform planning and support the corporate team with the development of new ideas and practices
- Maintain confidentiality in all areas of work at EACH.
- Ensure that your conduct within and outside EACH does not conflict with organisational expectations.
- Actively support and promote EACH and all its policies.
- Promote the safeguarding and welfare of children, young people and vulnerable adults
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.

EACH - Values

Empathy and understanding

Understanding the view and feelings of others is central to our work relationships and how we interact daily

Commitment to quality

We consistently employ our best efforts and strive for the highest standards in everything that we do, always looking for ways to improve

Open and respectful

We operate in an honest and participative way. Welcoming constructive feedback and different views, we understand the power of words and behaviour and hold ourselves accountable for maintaining a positive and considerate work environment

Make it happen

We are empowered to and take responsibility for getting things done

Additional Points of Reference

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

The management and clinical philosophy of EACH is based on a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate according to this concept. All staff must be sympathetic to, and able to project the philosophy and concept of hospice care.

The role of volunteers is integral with the work of EACH, and paid staff are required to underpin this in their attitude and actions.

East Anglia Children's Hospices - EACH

Person Specification



Job Title: Housekeeper

	Essential	Desirable
Knowledge/ Training		<ul style="list-style-type: none">• Basic Food Hygiene Certificate
Experience	<ul style="list-style-type: none">• Experience as a Cleaner/Housekeeper	
Skills & Abilities	<ul style="list-style-type: none">• High standard of cleanliness to meet Department of Health and infection control requirements• Ability to identify and respond to unexpected priorities as they occur.• Planning and organisational skills.	<ul style="list-style-type: none">• Computer literate
Other Requirements		<ul style="list-style-type: none">• Full UK driving license