

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Clinical Staff** |  | **Non-Clinical Staff** |  | **Volunteers** |  | **Flexi-Bank Staff** |  |

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| **ROLE:** | **Bank Housekeeper** |
| **REPORTS TO:** | Senior Housekeeper |
| **PAY BAND:** | Level 1 £25,500 FTE |
| **LOCATION:** | Hospice Isle of Man |

**PURPOSE OF ROLE:**

**Your role will be to work as part of the core housekeeping team ensuring the highest standards of hygiene, cleanliness and presentation throughout Hospice. You may be required to work outside of the hospice premises in the course of your work.**

**KEY DUTIES: What you will do**

* Undertake cleaning and domestic duties in office, retail and patient care areas following the daily and weekly schedules. Recording completion of jobs and ensuring the highest standards of hygiene and cleanliness, and meeting required standards of infection prevention and control, environmental health, and Hospice procedures.
* Undertake additional deep cleaning of bedrooms as they are vacated and in line with the requirements of the In Patient Units. To undertake deep cleaning of other areas of Hospice premises including retail outlets, as necessary to maintain high standards.
* Work closely with the Senior Housekeeper to ensure that the appropriate stock levels of suitable cleaning material and other associated products are maintained and orders placed as necessary.
* Follow all health and safety guidelines on the use of cleaning materials and equipment, reporting any defective equipment as soon as possible.
* Ensure that stocks of clean laundry are maintained by effective ordering, and that all deliveries are checked and stored to facilitate regular stock rotation. On a daily basis replenish supplies and laundry for the In Patient Units and other areas.
* Maintain knowledge of infection control procedures and to take advice from the Senior Nurses on the In Patient Units, nurse in charge or staff on shift as necessary.
* Provide assistance in the serving of meals to patients when required.
* To provide assistance for internal functions when required.

The above tasks are indicative of the role to be carried out. They may change from time to time in consultation with the post holder and in line with service need.

**Health and Safety**

Hospice Isle of Man is dedicated to the health safety and welfare of all its staff and volunteers. All employees will be responsible for their own health, safety and welfare, and that of others who may be affected by their actions or omissions, and for identifying and reporting any possible risks or near misses to a responsible manager. The employee will observe appropriate legislation and codes of practice in connection with their role.

**Person Specification: What we need you to bring**

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| **Qualifications:** | **Is it essential or desirable** | **How we will assess** |
| Good standard of general education GCSE level or equivalent | **D** | **A & D** |
| **Experience:** | | |
| Working as a housekeeper or previous domestic work | **D** | **A & I** |
| Working in a charitable environment | **D** | **A & I** |
| **Skills/Competencies:** | | |
| Good communication skills | **E** | **A & I** |
| Good interpersonal skills | **E** | **A & I** |
| Knowledge of Health & Safety & Infection Control measures | **D** | **A & I** |
| Understanding of standards of Hygiene | **D** | **A & I** |
| Able to work without supervision | **E** | **A & I** |
| Able to work in an organised manner | **E** | **A & I** |
| Willing to learn new skills | **E** | **I** |
| **Personal Qualities/Behaviours:** | | |
| Full understanding of and strong commitment to confidentiality | **E** | **I** |
| Good team working skills | **E** | **I** |
| Flexible in attitude to work | **E** | **A & I** |
| Approachable | **E** | **I** |
| Willing to accept change | **E** | **I** |
| **Other:** | | |
| Full clean driving licence | **D** | **A & D** |
| A full enhanced DBS check is required for this role \* | **E** | **A & D** |

**\*Hospice will apply for this on your behalf**