

## **JOB DESCRIPTION**

<b>Job Title</b>	Housekeeper
<b>Reports to</b>	Housekeeping Supervisor
<b>Salary spine point</b>	10

### **Job Role**

To contribute to the overall cleaning of the clinical and non-clinical areas within the hospice, ensuring a safe and hygienic environment is maintained.

### **Organisational responsibilities**

**Values:** Our values underpin our purpose, and all employees are expected to ensure their behaviour and conduct is, always, in accordance with the values. Working together with a common goal and objective ensures we can continue to deliver the high-quality care our patients and their families have come to expect of us.

**Policies and procedures:** It is the responsibility of employees to ensure they are aware of and comply with the policies and procedures relevant to their job and employment. All employees must be familiar with and operate in accordance with confidentiality and safeguarding policies, at all times during their employment.

**Health, Safety and Wellbeing:** All employees are expected to conduct their work in a safe manner and with consideration to how others may be affected by their work activities. All activities must be in accordance with the Health & Safety Policy and guidelines.

**Ambassador:** We are all ambassadors for Cornwall Hospice Care and must ensure that whenever possible, we positively promote our purpose and values to the wider public.

### **Job specific duties and responsibilities**

1. To maintain a high standard of cleanliness throughout the clinical and non-clinical areas.
2. To maintain a safe environment and have regard for the health and safety of patients as well as staff when cleaning procedures are being carried out.
3. To keep the Housekeeping Supervisor informed of any significant change in the day-to-day situation of the housekeeping service and to report on specific matters.
4. To contribute to maintaining order, discipline and good organisation within the Housekeeping team.

5. To ensure correct use is made of equipment, cleaning materials and disposables.
6. To ensure the correct storage of household cleaning substances to comply with COSHH regulations.
7. To recognise specific needs and areas for personal development through regular staff development and appraisal system.
8. Promote a harmonious and welcoming atmosphere for customers, patients, relatives, volunteers and others and to maintain and enhance the reputation of Cornwall Hospice Care at all times.

### **General**

This job description is intended to provide an outline of the duties and responsibilities of the post and is not exhaustive and may be amended periodically as necessary.

The post holder may be asked to undertake other duties within the general level and scope of the post and to work at other Cornwall Hospice Care sites as required.