

JOB DESCRIPTION

Job Title	Housekeeper
Reports to	Housekeeping Supervisor
Salary spine point	10

Job Role

To contribute to outstanding patient, family and visitor experiences by maintaining a clean, safe and welcoming environment throughout the hospice.

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. Maintain high standards of cleanliness throughout all clinical and non-clinical areas of the hospice.
2. Ensure a safe environment is maintained by following health and safety procedures and working practices when carrying out cleaning duties.
3. Keep the Housekeeping Supervisor informed of any concerns, issues or significant changes affecting the day-to-day housekeeping service.
4. Contribute to the effective organisation, professionalism and smooth running of the Housekeeping team.
5. Ensure the correct and safe use of cleaning equipment, materials and consumables.
6. Store cleaning products and substances safely and in accordance with COSHH (Control of Substances Hazardous to Health) regulations.

7. Participate in training, development opportunities, supervision and the appraisal process to support ongoing professional development.
8. Promote a welcoming, respectful and compassionate environment for patients, families, visitors, volunteers and colleagues, supporting and enhancing the reputation of Cornwall Hospice.

General

This job description is intended to provide an outline of the main duties and responsibilities of the post. It is not exhaustive and may be amended from time to time in line with organisational requirements.

The post holder may be required to undertake other duties appropriate to the grade and responsibilities of the role.

The post holder may also be required to work at other Cornwall Hospice locations as required to meet service needs.