

## ST. MICHAEL'S HOSPICE

**JOB TITLE** Domestic                      **DEPARTMENT** Housekeeping/Domestic

**Number doing this job:** 4              **Location(s)** St. Michael's Hospice

**Date** 24.4.07.

### **Main Purpose:**

To contribute to the upkeep and cleanliness of the Hospice building and equipment.

### **Position in Organisation**

(See organisation chart)

### **Scope of Job – main tasks, duties and responsibilities**                      **%Time/Importance**

#### **Cleaning**

**70%**

Undertake cleaning duties of all areas of the Hospice internal and external buildings and working as part of a team to make sure daily programme is complete  
Participate in cleaning programme as detailed by cleaning schedules prepared by Support Services Assistant and accurately record  
Monitor stock levels and report when they need replenishing

#### **Health and Safety**

**20%**

Carry out duties using safe and appropriate working practices, according to statutory regulations and guidelines and ensure safety of oneself, other staff/patients/visitors  
Identify with Support Services Assistant any areas that may involve risk or are unsafe, reporting to Manager, and using initiative to respond to immediate risk and take action to minimise or eliminate  
Adhere to COSHH regulations and comply at all times with infection control policy  
Wear protective clothing/goggles/gloves to perform specific duties  
Attend all mandatory training, i.e. manual handling/COSHH  
Make sure cleaning products are used correctly and stored safely at all times

#### **Laundry duties**

**10%**

Wash and iron bedding/towels etc. from relatives rooms and Hospice house and store correctly  
Launder personal laundry for patients whilst on duty within confines of cleaning duties

### **Dimensions and Limits of Authority/Influence**

Carry out all cleaning to the standard and time frame as set by the Support Services Assistant and Head of Support Services to meet the demands of the organisation.

### **Skills/Activities Involved**

### **Indicator (A-D)**

Cleaning duties	A
Prioritise and effectively manage tasks	A
Work alone on own initiative or as part of a team	A
Communication and interpersonal skills	B

Operate relevant cleaning equipment	A
Sensitive to hospice environment	B
Knowledge of COSHH	C

### **Decisions/recommendations**

Identify Health and Safety risks  
 Prioritising and organising own work load

### **Communications**

Regular contact with patients/staff/relatives  
 Potential contact with emotional or distressed patients and visitors. Unplanned.

### **Allocation/checking of work**

Working to statutory regulations and organisational policies  
 Initiates own work load within guidance of work rota.  
 Uses initiative, self checking under direction of Support Services Assistant and Head of Support Services.

### **Physical effort**

Work is labour intensive and includes manual handling of heavy equipment, furniture and rubbish sacks.  
 Walking, standing, bending, stretching for most of the shift.  
 Emotional impact of physically distressing patient circumstances

### **Working conditions**

Exposure to hazardous chemicals, wet surfaces, electrical equipment  
 Exposure to difficult cleaning situations that may cause distress, example, body leakage after death  
 Potential exposure to body fluids  
 Potential for contact with distressed patients/relatives usually unplanned

### **Qualifications and knowledge**

Good standard of general education  
 Some knowledge of COSHH and Health and Safety regulations

### **Experience**

Minimum of one years experience with previous housekeeping duties

.....  
**Job Title:** ..... **Department** ..... **Date** .....

**Job Description written by:** .....

**Signed:** ..... **Signed:** .....  
(Job holder) (Manager)

**Print name:** ..... **Print name:** .....

**Date:** ..... **Date:** .....

N.B. This section will be removed from the copy to be used for Job Evaluation purposes.