

Job Description and Person Specification



Job Title: Housekeeper

Salary Range: £18,595 - £19,524 pro rata

Grade: 6a

Hours: Part or full time, part time ranging from 10 to 25 hours, full time 37.5 hours per week, on a shift basis, either 7 to 12 or 10 to 3, Monday to Sunday

Department: Facilities

Location: St Michaels Hospice, Bartestree, Hereford

Reports to: Housekeeping Supervisor

Job Purpose:

To clean the hospice to the highest standards to ensure a pleasing appearance, and to prevent the spread of infection.

Responsibility Areas

- Cleaning of all areas (internal and external) of St Michael's Hospice
- De-contamination of furniture and the premises as required
- Deep cleaning of rooms as required
- Occasional maintaining of toilets and local drains in en-suites. (Unblocking as required)
- Changing linen (including curtains) and controlling stocks

Person Specification

1) Specialist Knowledge and/or experience

- Level 2 Certificate in Cleaning and Support Services Skills or suitable relevant experience.
- A working knowledge of COSHH regulations and the need for PPE.
- A working knowledge of infection prevention.

2) Skills and behaviours

Team Working: Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.

Quality Orientation: Provides a quality service. Maintains high professional standards and gets work right first time.

Reliability: Is reliable; follows directions from supervisors and respects policies and procedures. Shows commitment to the organisation and task completion.

Relating to others: Quickly builds rapport and easily establishes relationships with patients/visitors. Relates well to different types of people, listens and gets on with them.

Colleague Focus: Puts colleagues first and is eager to please them. Works hard to meet colleague needs and looks after their interests.

Results Driven: Gets results and willingly tackles demanding tasks. Sets and exceeds challenging personal targets.

3) Special Conditions

- This post is conditional to a standard Disclosure and Barring Service Check.
- This post is conditional to an Occupational Health Check which will include a review of vaccination history, followed by a recommended course of immunisation if needed.

Equal Opportunities Statement

At St Michael's Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael's, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

October 2021