

ACCORD HOSPICE

JOB DESCRIPTION

JOB TITLE ASSISTANT HOUSEKEEPER

Job Identification

Job Title:	Assistant Housekeeper
Responsible to:	Senior Housekeeper
Department:	Accord Hospice and other Accord properties
Last Update:	May 2017

Job Purpose and Dimensions

To provide in-depth housekeeping duties throughout the Hospice and outlying properties i.e. Outreach and Hospice shops, to maintain a clean and safe environment for staff, patients and visitors.

Dimensions

ACCORD Hospice – Consultant led unit
8 In-patient beds
6 Community Palliative Care Clinical Nurse Specialists
Physiotherapy, Occupational Therapy and Lymphoedema Services
Patient & Family Support Service (social, spiritual and bereavement support)
Education Facilitator
Patient Transport Service (paid and voluntary)
Community Hub
Gleniffer Outreach
Hospice Shop

Organisational Position

Chief Executive
Director of Finance & Governance
Finance & Support Services Manager
Senior Housekeeper
Assistant Housekeeper (this post)

Communications and Relationships

Communicate with staff, patients, relatives and visitors on a daily basis.

Knowledge, Training & Experience to do the Job

Understand work methods and schedules.

Understand correct use of equipment.

Understanding of infection control procedures

Job training and period of induction may be required.

Analytical and Judgemental Skills

Use judgement skills involving straightforward job-related facts or situations.

Planning and Organisational Skills

Plan and organise straightforward tasks.

May be required to provide cover for staff who are on holiday or absent.

Physical Skills

Physical skills obtained through practice, experience or training.

Responsibility for Patient / Client Care

Provide general non-clinical advice, information and ancillary services directly to patients, clients, relatives or carers.

Responsibility for Policy & Service Development Implementation

Follows policies in own role.

Responsibility for Financial and Physical Resources

Observe personal duty of care in relation to equipment and resources used in course of day to day work.

Responsibility for Human Resources

Provide advice or demonstrates own activities or workplace routines to new or less experience staff in own work area

Responsibility for Information Resources

Records personally generated information.

Responsibility for Research and Development

Occasionally participate in surveys or equipment testing relevant to own work area.

Freedom to Act

Use initiative within own work area and deal with matters independently.
Work is supervised and within well established procedures.

Physical, Mental and Emotional Effort

Physical

Ongoing requirement to exert light physical effort throughout shift.
Daily use of equipment – vacuums, carpet washers, steam cleaners and mops.
Daily use of washing machine and tumble drier.

Mental Effort

Concentration when using machinery / equipment.

Emotional Effort

Contact with seriously/terminally ill patients.
Exposure to distressed or bereaved relatives.

Working Conditions

Exposure to highly unpleasant working conditions within all patient areas in Hospice.
Dealing with patient's linen.
Cleaning patient toilet and bathing areas.

Main Tasks, Duties and Responsibilities

To maintain a consistent high standard of cleanliness within all areas.
Control of infection requirements must be adhered to at all times.
Adherence to approved methods of cleaning.
Use protective clothing and gloves where appropriate.
Adhere to appropriate dress, appearance and footwear requirements.
Maintain a good relationship with staff, patients, relatives and visitors.
Be aware of emergency procedures within the Hospice.
Maintain confidentiality at all times.
Comply and adhere to all Hospice policies and procedures.
Attend In-service training as required.
Attend Mandatory training.
Flexibility to work additional shifts especially weekend cover.
Participate in Admin On-Call rota.
Understanding of Health and Safety at Work Act 1974.

Job Description Agreement:

Job Holder's Signature:

Head of Department Signature:

