

EAST ANGLIA'S CHILDREN'S HOSPICES

Job Title: Bank Housekeeper

Responsible To: Facilities Co-ordinator

Job Summary: To provide a high standard cleaning service throughout the Hospice.

Responsibilities:

1. To carry out cleaning duties as laid down in the Hospice cleaning schedule, and as instructed by the Facilities Co-ordinator
7. To wash, dry and iron clothes, bed linen, towels and soft furnishings using the hospice laundry.
2. To supervise volunteers willing to assist with cleaning duties.
3. To ensure that all cleaning materials are stored as directed.
4. To be aware of C.O.S.H.H. Regulations, and to ensure that only the cleaning products listed are used.
5. To inform the Domestic Supervisor when stocks of cleaning materials are running low.
6. To work with the Domestic Supervisor to ensure that Department of Health guidelines on cleaning standards are adhered to.

The duties listed above are not exhaustive, and this job description may change following consultation between the post holder and their Manager. A job description review takes place automatically as part of the annual appraisal system.

The management and clinical philosophy of EACH is based on a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate according to this concept.

All staff must be sympathetic to, and able to project the philosophy and concept of hospice care.

The role of volunteers is integral with the work of EACH, and paid staff are required to underpin this in their attitude and actions.

Health & Safety:- “Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee’s duty to assist and co-operate with his/her employer in complying with any relevant statutory regulations imposed on his/her employer”.

