

## **JOB DESCRIPTION**

<b>Post:</b>	Housekeeper
<b>Reports to:</b>	Housekeeping Coordinator
<b>Accountable to:</b>	Facilities Manager

### **Main Purpose of the Post:**

To provide a high quality housekeeping and laundry service within St Luke's Hospice.

### **1.0 Key Cleaning Responsibilities**

- 1.1 Responsible for performing daily, weekly and periodic cleaning tasks as specified on work schedules.
- 1.2 Removing rubbish, i.e. emptying bins, removal of clinical waste, bagging up rubbish in correct colour coded bag and taking to allocated collection points.
- 1.3 Ensure that Policies and Procedures are rigorously adhered to including Health and Safety, COSHH and Control of Infection.
- 1.4 Cleaning of all beds and making of beds on discharge of a patient or when a patient is having a bath/shower or therapy.

### **2.0 Equipment**

- 2.1 Using mechanical equipment after thorough training, i.e. vacuum cleaner, rotary machines, high pressure steamer and rotowash.
- 2.2 Ensure you are fully competent in using all equipment available in housekeeping to maintain the standard required.
- 2.3 Clean and store equipment and materials correctly after use.
- 2.4 Report all breakages or faulty equipment to maintenance Housekeeping Coordinator.

### **3.0 Key Laundry Responsibilities**

- 3.1 Laundry duties ensuring all bed linen, curtains, screen curtains and if needed patients own personal laundry washed, dried and ironed.
- 3.2 Ensure all patients clothing is taken to the patients room/bed space.
- 3.3 Ensure linen is taken and stored in the In Patient Centre Linen room.
- 3.4 Ensure that all equipment is cleaned and sanitised at end of shift.

### **4. General**

All St Luke's employees are required to

- 4.1 Abide by the Health & Safety at Work Act.
- 4.2 Attend annual mandatory training.
- 4.3 Respect confidentiality applying to all St Luke's areas.
- 4.4 Work within St Luke's policies and procedures.
- 4.5 Comply with St Luke's no smoking policy.
- 4.6 Participate in and contribute to team meetings.
- 4.7 Co-operate and liaise with departmental colleagues.

All St. Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of St Luke's.

### **Our Values**

The Board and Executive agreed St Luke's organisational values in 2015 ensuring they reflect our culture and what we want to achieve together. We have four simple values which set out how we work together to achieve success at St Luke's.

No matter what area of St Luke's we work in and no matter who we work for, we are committed to the following ways of working:

- Compassionate
- Dignified
- Inspired
- Pioneering

Values are really important throughout every team here at St Luke's, we are all responsible for ensuring our values are displayed and to ensure they form a core part of everything that

we do at St Luke's. They influence our behaviours, our language, the way we interact with each other as employees and also as human beings. In bringing our values to life, we have created a booklet entitled 'The Little Pink Book' which supports all of us at St Luke's in helping us to put our values into action through our behaviours every day.

We expect staff to familiarise themselves with our values and the expected behaviours, and to ask if they feel these conflict in any way with their roles. These values and behaviours will be used as a reference in our day-to-day working lives, and how we respect St Luke's and those associated with it.

**This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.**

**Date agreed:** Jan 2018

**Review date:** Jan 2019