

# LINDSEY LODGE HOSPICE & HEALTHCARE

## JOB DESCRIPTION

<b>Post</b>	<b>Housekeeping assistant</b>
<b>Location</b>	Lindsey Lodge Hospice & Healthcare
<b>Reports to</b>	Support Services Manager
<b>Salary</b>	Grade 2 - range £19,436 to £20,516

### **VISION**

**Lindsey Lodge Hospice & Healthcare offers specialist palliative care to patients with life limiting conditions, their families and carers. We provide care of the highest quality, tailored to the individual need and support for families both pre and post bereavement.**

### **Primary Function of the Post**

To participate in general housekeeping duties within Lindsey Lodge, under the supervision of the Support Services Manager.

### **Principal Duties and Responsibilities:-**

- 1 To participate in general cleaning with some laundry duties and maintain a continually high standard.
- 2 To be aware of the correct usage of cleaning equipment
- 3 Ensure that all areas are well stocked with general supplies.
- 4 Report any damage or deficiencies to the Senior Nurse, IPU.
- 5 To be aware of and adhere to all Lindsey Lodge policies and procedures
- 6 To understand the principles of infection control
- 7 Contribute to the maintenance of a safe environment in accordance with:
  - Fire Prevention
  - Health & Safety
  - COSHH
  - Security
  - Manual Handling
  - Infection Control
  - Risk Management
- 8 To observe all fire precautions, positions of fire equipment and to be able to use the same
- 9 Ensure that all accidents and incidents are reported to the appropriate authority and that Lindsey Lodge policies are followed.
- 10 To be specially vigilant about those policies that relate to cleaning
- 11 To act in a supervisory role when necessary
- 12 To act up for other staff when required
- 13 To maintain confidentiality at all times

### **Administrative**

- 1 To understand the importance of passing information to colleagues and have the skills to complete records.
- 2 To have an awareness of stock rotation.
- 3 To ensure that effective and economical use is made of all resources
- 4 To ensure the safe storage of stock taking Health and Safety into account.

### **Communication**

- 1 Ensure that communication is effective with patients, families, visitors, members of the Housekeeping Team and all other Lindsey Lodge staff
- 2 Interact on a regular basis with patients, families and staff.
- 3 Develop the skills necessary to support patients and families.
- 4 Participate in team meetings as required.
- 5 Be aware of the reputation of the Lindsey Lodge and ensure that this is upheld.

### **Education**

- 1 To understand that professional development is the responsibility of the individual
- 2 To attend all mandatory training
- 3 To keep a record of all professional learning
- 4 Participate, where appropriate, in the development of others
- 5 Attend relevant unit meetings

**NB This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at any time, after discussion with the post holder, to take into account the changing needs of the service.**

**Lindsey Lodge Hospice & Healthcare operates a no smoking policy for staff**

Person Specification: <b>Housekeeping assistant</b>		
	Essential	Additional/Useful
Qualifications	<ul style="list-style-type: none"> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or willingness to undertake.</li> <li>• Willingness to undertake relevant training as required</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of cleaning work</li> </ul>	
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Good communication Skills</li> <li>• Commitment to high standards and quality service</li> <li>• Confident people Skills</li> <li>• Clearly understands the need for confidentiality</li> <li>• Commitment to undertake mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work with ill people</li> <li>• Knowledge of infection control as it relates to cleaning</li> </ul>
Physical requirements	<ul style="list-style-type: none"> <li>• Good attendance Record</li> <li>• Good hearing &amp; Eyesight</li> <li>• Physically fit</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Reliable and flexible</li> <li>• Good time keeper</li> <li>• Organised</li> <li>• Enthusiastic and motivated</li> <li>• Openly caring and compassionate manner</li> </ul>	

### Additional information

		F	S	R	N
Physical Effort	<p>Nature, frequency and duration of physical effort</p> <ul style="list-style-type: none"> <li>• Moving and handling equipment of varying weights</li> <li>• Frequent walking, standing and kneeling</li> <li>• Bending and stretching.</li> </ul>	* * *			
Mental Effort	<p>Nature, level and frequency of effort</p> <ul style="list-style-type: none"> <li>• Frequent concentration for both predictable and unpredictable workload</li> <li>• Ensuring effective communication</li> <li>• Constant interruptions and demands on time management</li> <li>• Assess changing situations and act accordingly</li> <li>• Supervision of junior staff and prioritising workload</li> <li>• Monitoring standards of work given by more junior staff</li> <li>• Requirement to keep updated personally and professionally</li> </ul>	* * * * * *	*  * *  *		
Emotional Effort	<p>Nature, frequency and duration regarding emotional effort in situations that are generally considered to be distressing and/or emotionally demanding.</p> <ul style="list-style-type: none"> <li>• Exposure to emotional situations</li> <li>• Being involved with patients and families at the end of life</li> <li>• Supporting colleagues</li> <li>• Taking charge of the team</li> </ul>	* *	*  *	*	
Working conditions	<ul style="list-style-type: none"> <li>• Dealing with violence or aggression from patients or visitors</li> <li>• Dealing with bodily fluids</li> <li>• Lack of equipment or resources</li> <li>• Handling highly unpleasant chemical substances, some hazardous to health</li> </ul>		*	*  *	*