



JOB DESCRIPTION: Housekeeping Assistant

ACCOUNTABLE TO: Housekeeping & Maintenance Manager

RESPONSIBLE FOR: The provision of a high quality housekeeping service

OVERALL PURPOSE: To maintain a visibly and hygienically clean, welcoming environment for patients, staff, visitors and others

The Housekeeping Assistants in conjunction with other members of the department work to ensure that Trinity maintains high standards of hygiene and cleanliness throughout the organisation, according to agreed policies & procedures.

Main Duties of Post

Effective prioritization of workload in order to ensure timely completion of all work.

To work in accordance with the rota, sometimes needing to cope with varied and fluctuating workloads and sometimes working under pressure.

To utilise the online room bookings system to plan for and ensure the efficient and timely provision of housekeeping to work around functions and meetings.

To maintain departmental records and checklists as required.

Act as a 'buddy' for new starters in your area when requested, training and supporting them as required until such time that they are able to work alone.

To liaise with other departments as may be required to ensure suitable provision of Housekeeping services in each area.

To ensure that all commodities are used economically and according to any specified procedures, and that waste is kept to a minimum.

Report any accidents and/or incidents and be prepared to make a written statement of the same if necessary.

Report any breakdown or defects in equipment or premises via the online Maintenance reporting system.

Observe safe working practices generally and in accordance with training and instruction received.

Adherence to Risk Assessments as relevant to the role and according to instructions and training.

Processing all dirty and clean laundry and curtains as required (including removal and re-hanging of curtains where necessary).

Removal of dead/wilting flowers from all areas on sight. Also changing dirty water in vases as needed.

Keeping furniture tidy and well positioned in all areas.

Removal of clinical waste, refuse and other waste to appropriate areas safely and correctly as required.

Cleaning and where necessary, disinfecting of all areas as required, including shampooing of carpets and cleaning in rooms where patients are suffering from an infection (whilst occupied and when vacant) according to departmental policies.

General Responsibilities

To undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required.

Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff.

To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies

To be a co-operative and supportive member of the Trinity staff team, ensuring that all members are aware of any issues in the post holder's workload, which may affect other members of the Trinity team.

To manage all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance.

To take responsibility for being up to date with current policies and procedures and to adhere to these.

Co-operating fully in the introduction of any new technology and new methods as appropriate.

To promote at all times the Hospice philosophy and uphold the Trinity core values.

Any other duties that may be reasonably requested.

Professional function

Not applicable for this post

This job description is not exhaustive and is subject to review in conjunction with the post-holder and according to future changes/developments in the service.