**Housekeeper**

**Responsible to:** Housekeeping Manager

**Hours of Work:** An average of 20 hours per week, part time, on a two weekly rolling rota

**Place of Work:** Martin House Hospice

**Overall Purpose of the Role:**

To clean the general meeting rooms, chapel, the communal areas, corridors, entrances and parents’ accommodation, children’s areas, toilets, bathrooms, bedrooms and offices.

This role also includes helping out with kitchen duties, and working in the laundry.

**Tasks and Duties:**

* Vacuuming
* Hard floor cleaning
* Washing windows
* Washing and ironing
* Polishing
* Kitchen duties such as loading and unloading dishwashers, cleaning ovens, washing pans and setting tables
* Making up of parents/children’s bedrooms and cleaning en suite bathrooms.
* Shampooing carpets
* Any other reasonable duties as required by the Housekeeping Manager, IT and Facilities Manager or other Senior Manager
* Martin House has a multi-professional; multi-skilled team seeking to reach out to each family in a way that most helps them. You may therefore be asked to help in other areas as required

**Personal development**

* To adopt a positive and reflective approach to personal and professional development
* To participate constructively in a yearly annual appraisal
* To undertake specific training (where necessary) for the role

This job description reflects the present requirements of the post and will form the basis of performance appraisal. As duties and responsibilities change and develop the job description will be reviewed and necessary changes made with consultation.

Employees may be required to drive a Martin House pool car. These cars are insured by Martin House and it is a requirement of the insurers that we have checked that any staff who drive the cars have a current driving licence.

**Equality statement**

Martin House is committed to providing care and improving services irrespective of race, ethnicity, disability, gender, religion or belief, age, marital status, or sexual orientation

**Safeguarding Children, Young People and Vulnerable Adults**

Martin House is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. Recruitment checks are undertaken in accordance with safer recruitment standards and successful applicants may be required to undertake a DBS check.

**All Martin House employees are expected to**

* Uphold the values of Martin House and behave in a professional manner at all times.
* Value equality and diversity and comply with relevant equality legislation.
* Attend 1:1s with line manager, team meetings and annual appraisals.
* Take part in all relevant mandatory training and any other education and training considered necessary to carry out the role.
* Take responsibility for one’s own personal development.
* Cooperate with colleagues, encourage and support positive working relationships (both internally and externally) and foster a culture of respect and consideration at work.
* Establish and maintain effective communication with relevant individuals and groups, both internally and externally.
* Take responsibility for one’s own health and safety and the health and safety of others whilst at work, and comply with Health and Safety legislation.
* Comply with information governance requirements and maintain confidentiality at all times, as required.
* Work within all Martin House policies and procedures.
* Communicate a positive image of Martin House and protect its reputation.

**Person Specification**

**Qualifications and Work Experience:**

* There are no specific qualifications for the role.
* Experience of working in a care setting would be an advantage.
* Previous experience of providing professional cleaning services would be an advantage.

**Knowledge and skills:**

* An understanding of infection control requirements in relation to this role.
* Basic knowledge of CoSHH regulations.
* Ability to use appropriate equipment, for example, carpet shampoo machines, ozone/room sanitisers, washing machines, etc.

**Attributes:**

* Ability to work collaboratively as part of the Housekeeping Team.
* Ability to work using own initiative and under own direction.
* Ability to communicate sensitively with children and parents in line with Martin House’s values and expectations.
* Ability to demonstrate respect for children, young, their families and colleagues.
* Willingness to learn and develop as fits with the responsibility for the job.