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| **Job Details**  Job Title: Housekeeping / Laundry Assistant  Reports to: Housekeeping Team Leader |

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| **Job Purpose**  The main purpose of the role is:   * To maintain high standards of cleanliness within the Hospice environment, undertaking cleaning duties as directed. * To undertake laundry and aftercare of laundry to a high standard. |

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| **Duties**   * To be responsible for delivering the specified standards of cleanliness in all clinical/ non-clinical areas as directed. * · Responsible for the day-to-day cleaning of the building and equipment according to the agreed schedule/ standards. * · To be responsible for ensuring that all cleaning materials are correctly stored and used in accordance with C.O.S.H.H regulations. * · To undertake all laundry work – washing, drying, ironing and pressing and sorting of all laundry as requested. * · To adhere to strict infection control procedures and adhere to laundry guidelines, making certain that protective clothing and disposable gloves are worn at all times when dealing with soiled and used laundry. * · Responsible for reporting immediately any faults, defects or dangerous practices which may constitute a hazard to health and safety. * To ensure that all work is carried out in a safe and efficient manner. * Attend all mandatory training courses as required. * To continuously seek to maintain and improve own level of skills and undertake learning and development as appropriate. * Undertake other duties as may be required and which are commensurate with the post and grade.   **Control of Infection**  Prevention and management of infection is the responsibility of all members of staff and volunteers working at East Cheshire Hospice and forms an integral element of patient safety programmes. Where control of infection regimes are in force they are to be complied with at all times and staff are reminded of the importance of maintaining a high standard of personal and environmental hygiene and to follow local protocols. |

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| **Person Specification** | Essential | Desirable |
| Experience |  | Working in a healthcare environment in a support service role.  Good knowledge of Health and Safety regarding the safe use of cleaning materials and chemicals.  Experience cleaning in an institution or facility. |
| Personal attributes | Smart and clean appearance.  Willing to work as part of a team.  A proactive approach in problem solving.  Understanding of and have the ability to work in a hospice environment. |  |

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| **We are inclusive**  We believe that equality of opportunity and freedom from discrimination is a fundamental right for everyone, and that diversity within our organisation and our community is a strength to be valued, promoted and developed.  Being a part of and supporting such a diverse community, it is vital that our staff team represents the community in which we work. We welcome applications from people from all walks of life and backgrounds irrespective of people’s age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.  We understand that people perform better when they can be themselves and that by creating an environment that includes everyone, our staff will perform to their full potential.  We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.  **Commitment to Sustainability**  East Cheshire Hospice are committed to act responsibly, consider the wider implications of our actions, and strive to better our practices to minimise waste, energy and our carbon footprint whilst achieving the charity's service objectives and ensuring patient care is not adversely impacted.  **Safeguarding Statement**  *At East Cheshire Hospice we are committed to creating and maintaining a safe and secure environment for all individuals. Safeguarding is a top priority for us, and we expect every staff member to share this responsibility and be aware of their role in protecting vulnerable individuals.*  *All employees must adhere to our safeguarding policies and procedures, which are designed to prevent harm, abuse, or neglect to individuals within our care and those who work for the organisation. We expect our staff to be vigilant, take immediate action when concerns arise, and report any safeguarding issues promptly to the designated Safeguarding lead*. |