

Job Title: Part Time Housekeeper

Reports To: Head of Care

Hours: 10 hours per weekend (Sat & Sun)

Salary: £5.80 per hour

Location: Bluebell Wood Children's Hospice, Cramfit Road, North Anston, Sheffield, South Yorkshire S25 4AJ

Job Purpose

To provide a high standard of cleanliness and housekeeping requirements to the care facilities and parent accommodation of Bluebell Wood as well as the offices upstairs and downstairs

General Duties

1. **Maintain high standards of cleanliness at all times:**
 - Use cleaning equipment (vacuuming, scrubbing etc)
 - Cleaning of kitchens/toilets/corridors/sitting rooms/parent accommodation and other associated areas
 - Damp dust of all fixtures and fittings/internal glass
 - Reporting of machine/equipment and facilities faults to Maintenance Manager
 - Disposal of waste in accordance with hospices waste policy
 - Comply with all infection control issues
 - Encourage the philosophy of Bluebell Wood and present a good public image
2. **Report low stocks of any cleaning materials to Housekeeper.**
3. **Report faulty equipment to Care Shift Leader or Housekeeper as appropriate.**
4. **Maintain stocks of clean linen to children and parents rooms and ensure dirty linen is dealt with appropriately.**
5. **Ensure parents have access to personal laundry facilities available to them.**
6. **Observe confidentiality of children and families at all times.**

This is not intended as a complete list of duties and you will be required to undertake any other such duties that may become appropriate in order to meet the Hospice's objectives.

Person Specification

Post: Part Time (Weekend) Housekeeper

Location: Cramfit Road, North Anston, Sheffield, South Yorkshire S25 4AJ

	Essential	Desirable
Education, Qualifications		
Knowledge		Use of appropriate cleaning materials and disposal of waste.
Skills and Abilities	<p>To work to schedule.</p> <p>Ability to plan and prioritise and meet timescales.</p> <p>Ability to work unsupervised and on own initiative.</p> <p>Good communication and interpersonal skills.</p> <p>Works as a member of a team.</p>	
Experience	Previous experience of providing housekeeping services.	Working with children and young people.
Additional Factors	<p>To be flexible to meet the needs of the hospice.</p> <p>Flexibility to cover Housekeepers holiday periods during week as and when required.</p> <p>Exhibit tact, diplomacy and sensitivity.</p> <p>The successful candidate will need to be CRB checked.</p>	