

Cleaner

Job Description

Job Title:	Cleaner
Department:	Facilities
Location:	St Catherine's Hospice & The Mill, Lostock Hall
Salary:	£Up to £11.44 per hour
Job Summary:	<p>We need a committed, hard-working and approachable team-player, who is able to respond flexibly to the requirements of the Hospice in order to cover holidays and sickness.</p> <p>This permanent role will be part of the Housekeeping team working across all areas of the Hospice and The Mill Café.</p> <p>A safe, clean and welcoming environment is vital to our work at St Catherine's Hospice and The Mill could you join our Housekeeping team and help us continue to deliver the high standards we've become known for?</p> <p>Could you join our Housekeeping team and help us continue to deliver the high standards.</p>

Main Duties and Responsibilities:

- To undertake general cleaning duties for both St Catherine's Hospice & The Mill including the In-Patient Unit, training rooms, offices, reception, meeting rooms, patient areas, bedrooms, bathrooms, kitchens, corridors.
- Assist with deep cleaning duties as required and requested.

This Job Description is not exhaustive but provides an outline of duties and responsibilities. It does not form part of the Contract of Employment and will be subject to periodic review with the postholder



- To be sensitive to the needs of patients, their carers and all other visitors to St Catherine's and The Mill Café.
- To be aware of the need to maintain patient confidentiality.
- Prioritisation of own workload.
- There are a number of shifts available so, as part of your application, please indicate which shifts you would like to work. The available shifts are:
 - Thursday – 2.30pm to 6.00pm (3.5 hours)
 - Saturday – 7.00am to 10.30am (3.5 hours)
 - Sunday – 7.00am to 10.30am (3.5 hours)
 - Sunday – 10.30am to 5.00pm (6 hours)



VOLUNTEERS

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

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Person Specification

Essential Qualifications

Desirable

Relevant Experience

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| <ul style="list-style-type: none"> • Previous experience of professional cleaning • Previous experience of using cleaning equipment • Knowledge of/training in Moving and Manual Handling techniques | <ul style="list-style-type: none"> • Confident to be able to relate to patients and staff in a professional manner • Previous experience in using Buffing Machines • Understanding of/training in COSHH • Understanding of Infection Prevention. |
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Key Skills and Abilities

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| <ul style="list-style-type: none"> • Able to work as part of a team and independently • Physically able to carry out the duties of the post • Be able to demonstrate a flexible approach to changes in workload/duties/priorities | <ul style="list-style-type: none"> • Willingness to learn new skills and update knowledge |
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Other

- Sufficient emotional resilience to work effectively in a palliative care setting

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