



## Role description

### Bank Housekeeper

#### Position Title: Bank Housekeeper

Through the doors of Beaumont House you will find a lively and vibrant space, filled with life and laughter. Our staff, volunteers and patients alike bring hope and happiness together in a 'home from home. Patients are at the centre of all that we do. We therefore expect all those who come to join our team (in whatever capacity) to ensure that dignity, safety and confidentiality of all patients is respected at all times and that all patients receive the highest possible standard of physical, psychological and spiritual care.

#### The purpose of this role is:

To work with the Beaumont House team to maintain the standard of excellence to ensure that the philosophy and values of Beaumont House Community Hospice are met.

A major part of this role is to cover holidays and sickness hours and to follow daily, weekly and monthly cleaning schedules to clean equipment, work areas and maintain the standards of hygiene requirements.

#### Responsibilities & Duties

- To follow a cleaning schedule maintaining a high standard of cleanliness
- To maintain clean and tidy store rooms and to use equipment as trained
- To adhere to COSHH guidelines
- To follow instructions as stated by the line manager
- Attend induction training, annual mandatory training, and any other appropriate recommended training.
- In all actions undertaken, have regard for the hospice reputation.
- To comply with safe use, storage and destruction of documentation.
- To be self-aware of demands of role and seek out support if required.
- To communicate effectively and sensitively with patients, carers, staff and the wider team to ensure confidentiality is maintained in all channels of communication.
- To comply with all Beaumont House Policies and Procedures.
- To undertake other duties as directed.
- Infection Control - To maintain a clean, safe environment, ensuring adherence to Beaumont House's standards of cleanliness, hygiene and infection control.



- Safeguarding - Beaumont House is committed to safeguarding and promoting the welfare of vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.
- Health and Safety - To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.  
To adhere to Beaumont Houses policies and procedures with regard to health and safety matters, where applicable. To report any accidents or dangerous incidents to their immediate manager as early as possible and submit a completed accident/incident form if necessary. To use protective clothing and equipment where provided, where applicable

### **Skills Required**

- Good telephone and interpersonal communications skills
- Ability to prioritise your work load
- The ability to work as part of a team and a respect for all other individuals
- Flexibility, excellent listening skills and an ability to build a rapport with others and a friendly and sensitive approach.

### **What we ask of you**

- That you act in a manner at all times which supports the Vision and Values of Beaumont House.
- That you have a positive and proactive approach
- That you are confident and trustworthy

Here at Beaumont House we are committed to providing training and development opportunities to all of our staff and volunteers.

### **Beaumont House Vision and Values**

Our Mission is 'Local Help for Local people'

We will work with integrity and **PASSION** to deliver individualised **HOLISTIC CARE** for patient and their families.

Create a **HAPPY, SUPPORTIVE**, atmosphere where staff and all volunteers and feel valued.

Develop true partnerships, benefitting all parties, inspiring **CONFIDENCE** and **PRIDE**

Have **OPEN TRANSPARENT** two way communication, drawing **REAL VALUE** from all relationships.

### **PLEASE NOTE:**

All roles are subject to receipt of satisfactory references. Roles may be subject to enhanced Disclosure & Barring Service checks.

This Job Description is intended as a guide only and is not an exhaustive list of duties. It is subject to periodic review with the post holder