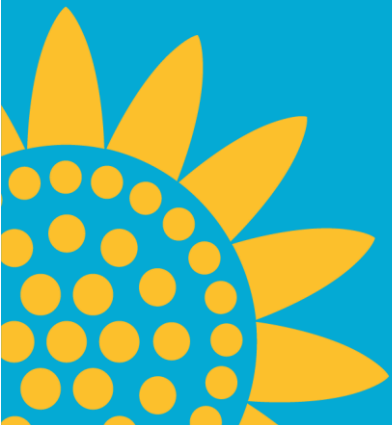


Housekeeping Assistant



Job Summary

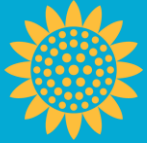
To assist in the provision of all aspects of cleaning at the Hospice under the supervision of the Housekeeping Management team to an agreed high standard.

Main duties and responsibilities

1. Work as a member of the Housekeeping team, ensuring that all areas of the hospice are maintained to a high standard and in accordance with housekeeping cleaning schedules.
2. Ensure all linen and laundry is handled in accordance with Hospice policy.
3. Work closely with the clinical team to ensure a high standard of cleanliness is maintained for patients.
4. Report all faults and wear and tear to the Facilities team, ensuring the Housekeeping Team Leader has been notified.
5. Have (or develop) an awareness of laws or policies relating to Health & Safety, COSHH and Infection Control.
6. Ensure the usage of all cleaning equipment and materials is in accordance with manufacturer's recommendations and Hospice policy.

Other

1. Attend all mandatory training or courses.
2. Attend any training or development required by the Hospice.
3. Read, understand and follow all Hospice policies and procedures.
4. Participate in the Annual Performance Review.
5. Positively promote, support and represent the Hospice especially within the community, and to maintain the philosophy, ethos and ambience.
6. Comply with and promote the Hospice's Equality, Diversity, Inclusion & Harassment policy.
7. Live and work in line with the Hospice's vision, mission and values.
8. Be aware of personal responsibilities and discharge these as defined by the Health & Safety at Work Act 1974.
9. Maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff and ethos.



Housekeeping Assistant

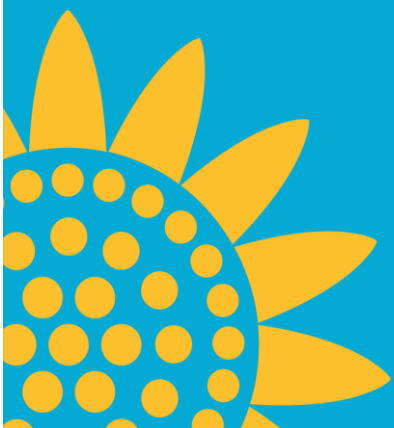
10. Undertake any other tasks, duties or responsibilities as requested by your Line

Manager or other Senior Manager, including the Board of Trustees and Chief Executive.

This Job Profile is an outline of responsibilities and will be subject to review with the postholder in light of the changing needs of the post and Hospice.



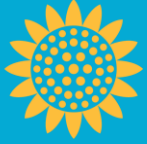
Housekeeping Assistant



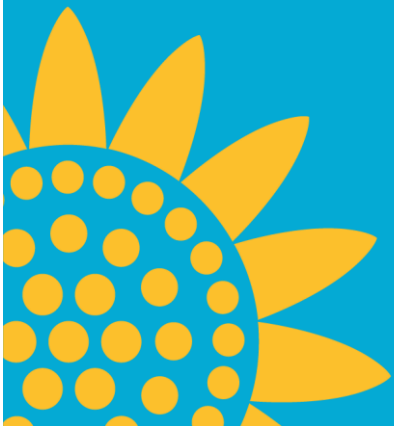
Person Specification

Requirement	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Level 2 Certificate in Hospitality & Catering Principles Level 2 Certificate in Hospitality Industry Skills
Experience & Skills	<ul style="list-style-type: none"> Experience of maintaining high standards of cleaning Knowledge of Health & Safety Regulations and COSHH Attention to detail Work efficiently Able to manage own time 	<ul style="list-style-type: none"> Basic record keeping Stock control and rotation
Communication	<ul style="list-style-type: none"> Good communicator Courteous and respectful of others Ability to be sensitive and empathetic Ability to communicate at all levels within the Hospice 	
Personal	<ul style="list-style-type: none"> Team player Work on own initiative Work confidentially Can do attitude Helpful and professional Professional image Work efficiently Have sympathy with the philosophy and concept of Hospice care There is some manual handling including hoovering, mopping, washing down walls etc so you should be comfortable and able to do so 	
IT		<ul style="list-style-type: none"> Familiarity of using IT systems and email (additional training will be provided during induction period)
Other Requirements	<ul style="list-style-type: none"> Be prepared to assist with Hospice fundraising activities Standard DBS check 	

**St Leonard's
Hospice**



Housekeeping Assistant



You must be able to demonstrate how you meet the essential or desirable requirements in your application form, supporting statement, documentation or evidence, interview presentation or during interview

Updated August 2025