

# Job Description – Bank Domestic Aide

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Reports to: Maintenance & Domestic Supervisor, Facilities Manager

Location: Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY

Job Purpose: To maintain a high standard of hygiene and cleanliness, adhering to set cleaning schedules.

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## **Key Responsibilities or Duties:**

Primarily to make sure that the high standards of cleanliness are maintained within the Hospice.

1. Suction clean floors, spot clean floors and remove spillages.
2. High dusting and low dusting.
3. Damp dusting furniture, radiators and ledges and all flat surfaces.
4. Spot clean internal glass as necessary.
5. Suction clean furniture and fittings.
6. Clean telephones.
7. Empty and wash ashtrays.
8. Check and clean floors with impregnated mop.
9. Clean wash hand basins, sinks, WCs and fittings, replenish as necessary.
10. Collection and disposal of refuse, including washing of waste bins.
11. Clean and refill paper towel cabinets and soap dispensers.
12. Clean domestic equipment and storage area.
13. To undertake Full Clean of Patient Room under MRSA Policy Guidelines, under direction of nursing staff.

14. Undertake any other relevant duties within the Facilities Department which may be delegated from time to time.
15. To carry out the disposal of clinical waste following the policy procedure stated in the Health & Safety risk assessment.
16. To work 3 hours one day every other weekend as part of the Hospice cleaning team rota

### **Personal Development (all staff)**

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

### **Health and Safety (all staff)**

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

### **People Management (those with line management responsibilities)**

Providing leadership, management and development of all staff and volunteers within area of responsibility through effective;

- Workforce planning, recruitment and selection
- Departmental communication and staff support
- Performance management
- Staff development including regular 1-2-1's , and annual appraisals
- Staff support including health and safety and wellbeing awareness
- Facilitation of a culture of learning and respect for difference.

### **Governance**

Ensure Hospice policies and guidelines/safe operating procedures are implemented..

Develop monitoring systems to ensure compliance with policies and procedures in association with the (name committees or other responsible persons) Committee.

### **General (all staff)**

- Ensure that all within the team have a grasp of the Hospice's structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

### **References:**

Recruitment Policy  
Education and Training Policy  
Disciplinary Policy  
Health and Safety Policy

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Job Description dated: February 2013