Job Description: **Cleaner/Housekeeper**

Reports to: **Facilities Manager**

Job Summary

To work with the Facilities Manager and Care Team to create a welcoming environment for the children, young people and their families, ensuring their stay at Naomi House and jacksplace is as comfortable as possible. To ensure that all communal areas and workspaces at the Hospice sites are clean, safe and tidy for all staff and visitors.

Key Responsibilities

1. The House keeper will be expected to work without direct supervision and be responsible for housekeeping and cleaning requirements liaising closely with the Care Team for identification of needs.
2. To assist the Care Team in making necessary preparations for the children, young people and their families with regard to preparation of Family Accommodation and children's bedrooms.
3. To ensure that all communal areas and office spaces are clean, tidy and safe for all colleagues and visitors to the Hospice sites.
4. To ensure communal kitchens are stocked with beverage and cleaning supplies

Key Tasks

1. To provide first rate cleaning services as per an agreed rota
2. To liaise with the Care team with regard to housekeeping and cleaning requirements on a day-to-day basis.
3. To maintain stock levels of medical supplies/equipment.
4. To monitor the cleanliness of the house on an on-going basis and to escalate any issues to the lead Housekeeper/Facilities Manager as required.
5. To work closely with the Care Team in making the necessary preparations for the children, young people and their families.
6. To comply with Naomi House and Jacksplace policies and procedures and relevant statutory requirements e.g. Health and Safety guidelines.

This job description does not attempt to describe all the tasks and responsibilities of the post; rather it illustrates with examples, the main roles of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and the Facilities Manager