

Title: Patient & Family Support Housekeeping
Reporting to: Head of Wellbeing Services
Salary: £9.52 per hour
Hours: 10 hours per week Monday to Friday 7am – 9 am – with flexibility to support the needs of the charity.
Annual Leave: 40 days per annum, pro rata
Contract: Part-time, 6-months fixed term
Pension: 7% employer & 3% employee contribution

Role Purpose

The purpose of the role is to ensure that the highest level of cleanliness is maintained in our Wellbeing Centre and facilities based within The Beatson West of Scotland Cancer Centre.

Responsibilities

- Daily responsibility of opening the Wellbeing Centre premises every morning.
- Thorough, deep clean of the therapy rooms to be carried out once a week/fortnightly as required.
- Dusting, vacuuming and mopping in all areas within the Wellbeing Centre.
- Set up centre equipment ready for the day i.e. dishwasher, coffee machine.
- Managing the laundry service, including stock control, preparing laundry for collection, correlation of stock with delivery notes and ensuring all invoices are passed to the Lead Centre Assistant.
- Replenishment of towels and stock in each therapy room and hairdressing room.
- Cleaning cupboards and worktops in the kitchen area.
- Maintain toilet cleanliness in the Centre by cleaning, vacuuming and mopping.
- Regular schedule of cleaning the wall tiles in all rooms in the Centre.
- Clean and polish of furniture in the Centre.
- Empty bins ensuring that waste is disposed of according to policies and procedures.
- Adhere to cleaning schedule with daily and weekly tasks, as well as maintaining cleaning records.
- Adhering to policies and procedures including health and safety, environmental health, infection control and NHS policies.
- Notify Lead Centre Assistant of cleaning stock levels and equipment.
- To develop the awareness and perception of the charity whilst protecting its reputation.
- Any other duties as may be required by the Head of Wellbeing Services.
- Committed to the vision, mission and ethos of the charity.

Person Specification

- Physically fit for moving, lifting and cleaning.
- Flexible and adaptable to a clinical environment.

- Excellent organisational skills
- Self-motivated with a positive attitude.
- Excellent interpersonal and communication skills.
- Confident and friendly approach.
- Ability to build strong relationships at all levels.

Criteria

- Previous cleaning experience to a high standard with minimum of 2-year experience.
- Ability to work effectively on your own and follow standard operating procedures.
- A positive can-do attitude.
- Excellent time-management skills.
- Understanding of infection control procedures.
- Knowledge and understanding of working within the NHS or clinical environment is desirable.

This job description may be reviewed and amended considering changes in professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.