



<b>Volunteer role:</b>	<b>Housekeeping Volunteer</b>
<b>Area of volunteering:</b>	<b>Admin Offices and Communal Areas</b>
<b>Accountable to:</b>	<b>Voluntary Services Manager</b>
<b>Report to:</b>	<b>Housekeeping Manager</b>

### **ROLE PURPOSE**

The Housekeeping volunteer is an integral member of the Housekeeping team, and volunteers under the supervision of the Housekeeping Manager. She or he assists with the general cleaning of offices, communal and public areas and restrooms supporting a clean and safe environment for our staff and visitors. Volunteers will need to undertake a range of tasks requiring light physical effort.

### **KEY AREAS OF RESPONSIBILITY**

- To adhere to the Volunteer Charter, and to support and volunteer within the Hospice Mission, Goals, and Values.
- To observe the Hospice confidentiality policy, whilst recognising the necessity to operate as part of a multi-disciplinary team.
- To respect the dignity, rights, and privacy of patients, families and carers at all times.
- To participate in appropriate training required for the role.
- To assist with in-role training for new volunteers
- To read, be informed, and carry out your role within all the policies and procedures of the Hospice.
- To wear appropriate protective clothing, including uniform and footwear.
- To ensure that safety standards are maintained, including ensuring Covid- 19 procedures are adhered to and excusing yourself from volunteering should you feel unwell
- Confirm shifts on rotas and provide the Hospice with reasonable notice of absences wherever possible

**KEY DUTIES**

- Abide by infection control and hygiene instructions.
- To ensure all surfaces are visibly clean and free from dust, dirt and debris and that appropriate cleaning agents and equipment are used.
- To ensure equipment and materials are returned to the appropriate storage place.

**This In-hospice Role Description is a reflection of the present position and is subject to review and alteration in detail and emphasis as appropriate.  
January 2023**