

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Person
<b>Department:</b>	Operations
<b>Reports to:</b>	Head of Operations
<b>Hours:</b>	30 hours per week

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### Job Summary

To support with the maintenance, upkeep and health & safety at the Hospice and throughout the Trading Company to ensure a functional and safe environment across the organisation.

### Main Duties and Responsibilities

#### *Within the Hospice/Trading Company:*

- To be responsible for general maintenance of the hospice building, warehouse and shops including equipment as required.
- To be responsible for the maintenance schedule for the trading company including the warehouse and shops.
- Support with the Health & Safety at the Warehouse and in the Shops by overseeing the ladder safety, training and registers and the Portable Appliance Testing.
- To undertake small redecoration jobs as required.
- To be responsible for the safe removal of clinical waste to the designated storage area.
- To deliver/collect items to/from other establishments
- When required, to arrange furniture and equipment for meetings and educational sessions and to assist with setting up of out of hours annual events such as Lights, 5 Year Awards and the Volunteer Thank you party.
- To test fire alarms, lift, fire extinguishers and emergency lighting as required.
- To PAT test electrical equipment, according to codes of practice.
- To keep the Legionella testing up to date according to codes of practice.
- To provide work for and supervise the Maintenance volunteers.

#### *Within the Hospice grounds:*

- To ensure that the surrounding access areas, paths and walkways are kept tidy and clean, on a daily basis
- To be responsible for setting out garden furniture, during the summer months, for patients and families, the furniture being kept clean and in good repair.

### Confidentiality

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to and agreements with suppliers, and information gained about other employees and consultants.

## **General**

This job description is not an exhaustive list of duties but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

## **Health and Safety**

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire.
- Attend fire lectures annually and take part in maintaining fire safety within the building.
- To ensure that all events are appropriately risk assessed for the safety of participants, staff, volunteers and the general public.
- Ensure risk assessments are completed efficiently for all activities related to this role.

## **Purpose and core values**

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

### ***Caring and compassion***

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

### ***Accountability***

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

### ***Respect***

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

### ***Excellence***

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

## **General duties**

- To always comply with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- To always comply with the Hospice Information security policy. Also, to respect

confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.

- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.
- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

**"team" refers to all members of staff including volunteers**

**Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate good general maintenance and DIY skills, including carpentry.</li> </ul>	<ul style="list-style-type: none"> <li>• PAT Testing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of painting, decorating and general DIY.</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a healthcare setting.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Attention to detail.</li> <li>• Good interpersonal skills.</li> <li>• Sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the value of team work.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet the needs of the post.</li> <li>• Be physically active.</li> <li>• Hold a full UK Driving Licence, with access to a vehicle and Class 1 business insurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the hospice values &amp; philosophy.</li> </ul>

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.