

Volunteering with Wakefield Hospice...

## Role Description:

### Wakefield Hospice Housekeeping Volunteer

**Volunteer role in:** Housekeeping Team

**Volunteer responsible to:** Domestic Supervisor / Salaried member of team

**Volunteering location:** Wakefield Hospice

**Supported by:** Domestic Supervisor / Volunteer Services

#### Summary of Role:

To work under the direction of the Domestic Supervisor, carrying out light housekeeping duties in non-clinical areas of the Hospice or in the laundry. Some operation of machinery/equipment.

#### Usual role hours/shift:

Monday - Friday 9am-4pm (morning and afternoon shifts available)

#### Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Housekeeping team or the Volunteer Services department as soon as possible.

#### Volunteers may be asked to help with:

- Tidying, dusting and vacuuming in areas other than the in-patient unit
- Light cleaning using the appropriate cloths and cleaning agents
- Operating the press iron in the laundry
- Any reasonable requests which assist the domestic team in achieving high standards of cleanliness and hygiene in the Hospice

#### Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

### Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

### Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training
- DBS check required before starting in role

### Person Specification / skills required

Volunteers in this role need to be physically fit and have an interest in high standards of housekeeping. May need to work with minimal supervision at times.

**To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Manager.**

**Email:** [vs@wakefieldhospice.co.uk](mailto:vs@wakefieldhospice.co.uk)

**Post:** FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS