

Person Specification

Post Title		Housekeeper		Grade	Department: Operations	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment		
Qualifications and Training	General standard of education Literacy and numeracy		NVQ level 2 in housekeeping or similar relevant qualification			
Experience	Previous experience in the full range of cleaning duties in a similar environment.	Application form				
Skills and Knowledge	Ability to work in an organised and methodical manner	Application form	Knowledge of Health and safety regulations.			
	Good communication skills Able to work with minimum supervision	Interview	Knowledge of COSHH			

<p>Personal Attributes</p>	<p>Willingness to take personal responsibility for standard of work</p> <p>Work as part of a team or alone</p> <p>Pleasant and polite manner</p> <p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation</p>	<p>Interview</p>		
<p>Special Requirements</p>	<p>Ability to work sympathetically around patients and visitors</p>	<p>Interview</p>		

Signature of Post holder:

Date:

Signature of Manager:

Date: