

Person Specification

St Cuthbert's Hospice



Making every day count since 1988

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		

<p>Skills and Knowledge</p>	<p>Ability to work in an organised and methodical manner</p> <p>Good communication skills</p> <p>Able to work with minimum supervision</p>	<p>Application form</p> <p>Interview</p>	<p>Knowledge of Health and safety regulations.</p> <p>Knowledge of COSHH</p>	
<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: