

## VOLUNTEER ROLE DESCRIPTION

<b>HOSPICE – Housekeeping</b>	Domestic Help
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### ORGANISATION DESCRIPTION

Demelza Hospice Care for Children is a registered charity which provides support for families who have a child with a life limiting or life threatening condition. Demelza has hospices in Kent and South-East London and has a community team of nurses in East Sussex. Demelza aims to “*add life to days, when days cannot be added to life*”.

### ROLE – DUTIES - RESPONSIBILITIES

*This role would suit a person who enjoys general housework and takes a pride in their work with everything looking “Spic ‘n Span”.*

- Volunteers will assist staff/volunteers undertaking various tasks, including:-
- ◆ General housework duties - vacuuming, dusting, internal glass door cleaning
  - ◆ Making beds and preparing rooms for guests
  - ◆ Cleaning of meeting rooms after events eg funerals or educational days
  - ◆ Occasional moving of furniture to facilitate carpet/upholstery cleaning
  - ◆ Washing hard floor areas
  - ◆ Cleaning of Hydro-Therapy Pool and surrounding areas

Dress Code:	Suitable overall/apron/protective gloves; comfortable covered footwear
Reporting To:	Housekeeper

### SKILLS and QUALITIES

- You will need to be able to:-
- Use a vacuum cleaner
  - Use a variety of cleaning fluids and materials and know their appropriate use
  - Reach to upper walls with a cobweb brush and to lower skirting board level with a flat mop
  - Work independently within an area with close contact nearby and as part of a team
  - Understand the need of keeping the hospice environment scrupulously clean
  - ◆ Demonstrate a friendly personality whilst working in a busy environment
  - ◆ Work within strict health and safety guidelines at all times
  - ◆ Maintain strict levels of confidentiality about all aspects of the children and families in our care
  - ◆ Undertake training and appropriate updates as required
- Optional** – Previous experience of house-keeping duties

TIME COMMITMENT	LOCATION
<p>Specific times will be as agreed with allocated point of contact.</p> <ul style="list-style-type: none"> <li>◆ Recommended session time – two-three hours daily. The hospice is open 24 hours daily. Therefore, we can accommodate most hours you may be able to offer.</li> <li>◆ Weekends or weekdays would be most welcome.</li> <li>◆ Volunteers should be prepared to make a regular commitment to suit personal availability.</li> </ul>	<p>You will be based at:-</p> <ul style="list-style-type: none"> <li>◆ Demelza House, Sittingbourne</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>◆ Wensley Close, Eltham</li> </ul>

## BENEFITS OF VOLUNTEERING FOR DEMELZA

What will you gain by volunteering for Demelza?

- ◆ Enjoyment of meeting a variety of new people
- ◆ Gain new skills and experiences
- ◆ Opportunity for others to learn and benefit from your skills and experiences
- ◆ A huge sense of satisfaction in knowing you are helping others and making a difference

## TRAINING & SUPPORT

You will be given full 'on the job' induction training plus a generic Hospice Volunteer Handbook. You will need to work through the Handbook which covers mandatory training such as Moving & Handling, Fire Training, Data Protection and Safeguarding, etc. Specific, specialist training will be provided where appropriate.

We hope that you will find our staff and volunteers friendly and approachable, and grateful for any assistance you can give.

## RECRUITMENT PROCESS

Please obtain and complete the Volunteer Application form which is available from:-

- ◆ Download from our website – [www.demelza.org.uk](http://www.demelza.org.uk)
- ◆ Contact us directly by e-mail – [volunteering@demelza.org.uk](mailto:volunteering@demelza.org.uk)
- ◆ Telephone our main switchboard at Demelza Kent – **01795 845200**
- ◆ Call in at one of our shops near you

When completed, send to Voluntary Services Dept., Demelza Kent, Rook Lane, Bobbing, Sittingbourne, Kent, ME9 8DZ.

Applicants will be invited to attend for an informal chat and if successful will be invited to join our team, after completion of two references and DBS (Disclosure & Baring Service) check [if applicable].

## OTHER INFORMATION

Some volunteering opportunities at Demelza Hospice Care for Children will require an enhanced Disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Demelza Hospice Care for Children conforms to all aspects of the Rehabilitation of Offenders Act 1974.

Volunteers must participate in occasional training/information sessions and respect the policies of Demelza Hospice Care for Children. Where applicable Volunteers must be prepared to undertake regular updating of Mandatory training as and when required.

Demelza Hospice Care for Children operates a non-smoking policy throughout all its buildings and shops.

## CONTACT US

For an informal discussion with no obligation - please telephone the following number:-  
Demelza Kent – **01795 845200**

***Thank you for choosing to give your valuable time to Demelza Hospice Care for Children***

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