

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

Role Title: Ward Helper

Reporting to: Catering Manager / Hospice Administrator

Principal Function: To participate as a member of the Catering Team involved in the provision of care to the patients, families and staff. Work alongside both the nursing and catering staff ensuring good communication and liaise between these areas.

Be fully oriented in the ward area, and competent in handling all necessary equipment. You will be invited to attend recommended study and participate in any required training in line with the Healthcare Commission.

Maintain confidentiality at all times.

Duties:

- Sign in at Reception on arrival, and sign out on leaving the building.
- Wear appropriate supplied uniform and identification badge,
- No jewellery other than a wedding band.
- Collect copy of daily bulletin from Ward Reception.
- Report to the Cook-in-Charge.
- Be welcoming and chat to patients, families and visitors.
- Ensure that Hygiene, Health and Safety, and Fire Regulations are adhered to at all times.
- Be flexible and aware of the needs of the service and assist as appropriate.
- Serve refreshments and meals to patients, visitors and staff.
- Prepare dining room for appropriate meals.
- Be prepared to *collect provisions from local stores if necessary.
- Be willing to deliver or *collect items from

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laboratory, hospital or pharmacy

**(Before using any hospice vehicle, please ensure you have completed the relevant form with the Service Support Manager to be covered by the hospice insurance).*

- Be willing to assist a patient with food.
- Agree break time with the Duty Cook.
- As appropriate, take newspaper orders, deliver and collect the money.
- Assist with bed making, and appropriate disposal and handling of used laundry. Restock cupboards as required.
- Ensure area around beds is kept tidy and hazard free, removing unused stools, chairs, crockery food trays as appropriate. *(This is particularly important in order to maintain a safe environment and maintaining infection control for patients at all times).*

Location:

Myland Hall Inpatient Unit, Barncroft Close, Highwoods, Colchester.

Days / Hours:

Each day of the week

Training:

Full training will be provided which will include Manual Handling, Health and Safety and Food Hygiene.

Qualifications, knowledge & experience:

Previous experience useful but not essential.

Personal Qualities:

Reliable, conscientious, sense of humour.

Statement:

All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice

Contact:

Catering Manager / Hospice Administrator
(01206) 845566 / (01255) 221222