

# RGP Housekeeper assistant volunteer



Location:	Peace Hospice, Peace Drive, Watford, WD17 3PH Grove House Waverley Road, Waverley Road, St Albans, AL3 5QX
Time commitment:	Peace – 9-12 noon (Mon, Weds) Grove House - 9-12 noon (Tues, Weds Thurs)

## Rennie Grove Peace Hospice Care (RGP) vision

We will support people of all ages who are affected by a progressive life-limiting illness, and those who care for them, to live as well as possible by providing choice and ease of access to a wide range of palliative care and bereavement services across west Hertfordshire and Buckinghamshire.

## Purpose of this role

Housekeeper Assistants provide invaluable support for the smooth running and housekeeping of the Hospice, including ensuring staff and patient facilities are always tidy and the kitchens well stocked.

## Main tasks

- Setting up rooms for organised meetings (no heavy manual handling)
- Keeping the staff and visitor kitchens clean and tidy
- Checking and restocking drinks and other consumables in staff kitchens
- Assisting with setting up refreshments for meetings
- Assisting with cleaning audit
- Assisting in the tidy appearance of the Hospice building
- Assisting with additional ad hoc duties to support the Housekeeper

## What are we looking for?

Age 18+

Last updated: Dec 2024

- Able to maintain confidentiality
- Excellent communication skills
- Flexibility and ability to commit to regular hours
- Ability to work independently/using initiative when required

## Training and support

- there will be a named line manager who will provide ongoing support
- there will be some mandatory training that you will need to complete at the start of your volunteering with us and then periodically afterwards as refresher training
- your line manager will organise training specific to your role

## What you need to know

- you will complete a volunteer application form, and we will need to see a form of ID before you get started
- you will need to complete a standard Disclosure & Barring Service (DBS) check for adult workforce for this role.
- at Rennie Grove Peace Hospice Care we strive to continuously demonstrate our values. These values are embedded in our recruitment and selection process, and we are fully committed to equality, diversity and inclusion in both our workforce and within our culture. You can find a link to our Equality and Diversity policy here: [Equality & Diversity policy](#)
- we will pay reasonable expenses incurred, should you wish to claim them
- we rely on the commitment of our volunteers to support our services; however, we understand that you may sometimes need to take a break from your volunteering. When you are ready to return, your line manager will meet with you to talk about the role and make sure it is still right for you and may ask you to complete some refresher training.

For more information, please contact the volunteering team on 01727 731020 (Grove House, St Albans), or 01923 330330 (Peace Hospice, Watford), [volunteers@renniegrovepeace.org](mailto:volunteers@renniegrovepeace.org)