

JOB DESCRIPTION

Post Title:	Porter
Department:	Estates and Facilities
Hours of Work per week:	37.5 (work schedule is over 7 days and include bank holidays)
Rate of Pay	Up to £9.50 per hour with benefits (see below)
Postholder Reports to:	Front of House Manager

Purpose of the Job:

As a member of a team to provide Porter services to Nightingale House or Hammerson House.

Equal Opportunities

Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.

Health and Safety

All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.

Nightingale Hammerson Values

We expect all staff to display and uphold our core values which are:

- Compassion
- Respect
- Excellence
- Dignity
- Innovation
- Teamwork

Benefits you get for working with us:

- Paid for DBS check
- Generous annual leave allowance
- Free uniforms
- Referral bonus
- Life assurance of three times your annual salary
- Workplace pension scheme.
- Free on-site gym (at Nightingale House only)
- Training and career development opportunities
- Cycle to work schemes
- Subsidised staff meals provided in onsite canteen

Duties and Responsibilities

1. To assist with the movement of residents to and from various locations at Nightingale Hammerson.
2. To carry a variety of goods, stores, furniture and equipment to and from various locations at Nightingale Hammerson.
3. To assist with the setting up of various rooms for the events that take place at Nightingale Hammerson.
4. To distribute newspapers and magazines to the residents.
5. Undertaking cleaning duties as appropriate and directed.
6. Removal of clinical, domestic and other waste.
7. Distribution of disposables (drinking cups, paper towels & dishwasher chemicals etc) to the residential and nursing units and issuing of other stores when required.
8. Assist with Stock control and deliveries of clinical equipment and disposables to households
9. To act as a Fire Marshall and undertake the range of duties associated with this role
10. To act as Security Officer when required and to undertake the range of duties associated with this role.
11. To assist with the movement of the bodies of deceased residents as and when necessary.
12. Such other duties, within the competence of the postholder, as may be required from time to time.
13. To attend all mandatory and elective trainings.
14. To adhere to all Nightingale Hammerson policies and procedures including those on Health and Safety, Equal Opportunities, Safeguarding, Whistleblowing and Sickness

PERSON SPECIFICATION

The requirements listed below are considered to either be **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

Qualification

Criteria	Essential or Desirable
1 None required.	

Experience

2 Experience of undertaking portering duties	Desirable
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Skills

3. Ability to effectively communicate and work with and for older people	Essential
4. Ability to effectively communicate and work with a range of colleagues.	Essential
5. Ability to work in a calm and collected manner whilst under the pressure of competing demands	Essential
6. To have the ability to prioritise work within the context of competing demands	Essential
7. To be a good problem solver, and be able to work on your own initiative with minimum supervision, as well as, part of the team.	Essential

Special Conditions

8 Ability to work a rostered shift system, including evening and weekend work.	Essential
9 Physically fit in order to undertake heavy lifting and assistance with the movement of people and goods.	Essential
10 Part of a 7 day working pattern	Essential

Nov 2021