

## Housekeeping Assistant

### Job Description

**Department:** Housekeeping  
**Responsible to:** Housekeeping Manager

#### **Purpose of the role**

Working as part of the busy housekeeping team to ensure a high standard of cleanliness is achieved and maintained throughout the college.

#### **Key duties and responsibilities**

- To clean and service College rooms using agreed methods and procedures: ensuring a high standard of cleanliness is achieved and maintained at all times.
- To undertake spring cleaning/ deep cleaning activities as and when required and to agreed standards.
- To observe and report any maintenance defects in accordance with college processes.
- To observe and replace any inventory items which need replacing.
- To observe and adhere to security procedures in relation to keys, property of students, property of conference guests and property of the college.
- To be aware of the action to be taken in the event of fire or any other emergency situations and carry out that action in event of such.
- To be aware of and comply with Health & Safety Regulations as laid down in the College Health & Safety Policy.
- To carry out any reasonable task as requested by your Manager, or any member of the College Management. To be as flexible as possible in order to provide an efficient service.
- To assess the impact on our environment of any tasks undertaken both on products, equipment or purchases. Forward any ideas for improvement of processes/products or actual achievements to your Manager.

The above is not an exhaustive list of duties and other reasonable tasks may be assigned.

This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

## Person Specification

### **Qualifications, Knowledge and Experience:**

Previous cleaning experience would be an advantage.

In-house training will also be given on the following:

- correct use of cleaning materials and equipment.
- fire training.
- health & safety issues.

### **Skills, Abilities and Competencies:**

- The nature of the job will entail contact with students, Fellows, visitors and work colleagues, therefore an ability to communicate is essential.
- Ability to work to independently and to deadlines, particularly during busy conference periods.

### **Working requirements:**

- Attend work punctually and work contracted hours.
- Present smartly, wearing the provided uniform and using appropriate PPE.
- Some weekend work may be required to meet the needs of College.