



HOUSEKEEPING ASSISTANT: JOB DESCRIPTION

Job Title:	Housekeeping Assistant
Reports to:	Domus Manager
Role:	To undertaking general cleaning duties and achieve and maintain the highest possible standard of cleaning in all College accommodation and service for our students, visitors and guests.

Key Accountabilities:

1. Helping to maintain a high standard of Housekeeping by:

- Undertaking light cleaning (toilets, kitchens, corridors and stairs) of communal areas in student accommodation, offices and teaching rooms. Housekeeping Assistants may be allocated specific areas of responsibility, which may change from time to time, according to College need.
- Maintaining the Housekeeping Department's high standards and safe working practices at all times.
- Disposing of rubbish, replenishing toilet paper, soap and paper towels where required.
- Dealing with the weekly collection of recycling boxes; monitoring and reporting overflowing recycling areas.
- Spring cleaning students' rooms to satisfactory standards at the end of each term in preparation for conference guests.
- Preparing, cleaning and servicing guest and conference accommodation, including occasional weekend working during the conference periods.

2. Working as an effective member of the Housekeeping team by:

- Ensuring all equipment is used correctly and left in good working order at all times.
- Monitoring areas for damage and reporting any problems to the Domus Manager or Supervisors.
- Monitoring and reporting any carpet cleaning requirements.
- Reporting any rooms which are in a very poor state of care.
- Notifying the Domus Manager or Supervisors of any repairs required to broken furniture and fixings, excessive wear and tear, maintenance faults, or faulty electrical items to the Domus Manager or Supervisors.
- Maintaining tidy cleaning cupboards.
- Being flexible to provide staff cover during periods of absence.
- Ensuring personal property is respected and not touched unnecessarily.
- Maintaining confidentiality, standards of behavior and service at all times.
- Being an ambassador for the College at all times.
- Undertaking any other duties or tasks as reasonably directed or requested by the Domus Manager or Supervisors.

3. Being health, safety and security aware by:

- Following all health and safety instructions issued by the Domus Manager or Supervisors.
- Observing all hazard and instructional signage.
- Adhering to instructions regarding use and storage of chemicals.
- Wearing all protective clothing provided at all times.
- Wearing suitable shoes at all times. (Open toes shoes, high heels or shoes that have no backs to them which could slip off your feet are not suitable.)
- Reporting any potential safety hazards.
- Reporting suspicious activity or persons to the Duty Porter.
- Personally signing all keys to College properties out/in at the Porters' Lodge.
- Participating in training to minimise occupational risks.
- Ensuring all rooms and offices you access are locked when you leave them.

The duties of Housekeeping Assistants will vary throughout the academic year, e.g. during Term times and during our conference seasons.

Selwyn College reserves the right to make changes or update this job description at any time. Changes will be introduced following discussion with the post holder.

Name:

Signature: **Date:**