



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 the College Offices.

Key Accountabilities:

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

- Undertaking light cleaning of all areas of the College Offices, including toilets, kitchens, corridors and stairs.
- Disposing of rubbish, replenishing toilet paper, soap and paper hand towels, where required.
- Maintaining the Housekeeping Department's standards and health and safety working practices at all times.
- Removing any overflowing recycling areas.
- Assisting with cleaning and servicing guest and conference accommodation during the conference periods, if required.

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 of any repairs required to broken furniture and fixings and other excessive wear and tear.
- Reporting any maintenance faults and faulty electrical equipment to the Domus Manager or Supervisors.
- Locking all cleaning chemicals and materials in cleaning cupboards at the end of shifts and maintaining tidy cleaning cupboards.
- Providing 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 College workwear and protective clothing provided at all times.
- Wearing suitable shoes at all times. (Open toed 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. All keys must be returned to the Porters' Lodge by the end of each shift.
- Participating in training to minimise occupational risks.
- Ensuring all rooms and buildings you access are locked when you leave them.
- Removing any wedges from fire doors and not propping fire doors open while you are working.
- Not using mobile phones while at work, except for emergencies.
- Not using ear phones while you are working.
- Observing the College Smoking Policy at all times.

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: