



## HOUSEKEEPING ASSISTANT: JOB DESCRIPTION

<b>Job Title:</b>	Housekeeping Assistant
<b>Reports to:</b>	Domus Manager
<b>Role:</b>	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:** .....

