



Selwyn College Cambridge

Housekeeping Senior Team Leader

Role

Responsible for the day to day support of the Housekeeping Supervisor and managing the College's housekeeping team for Fellows, students, guests, staff and visitors.

Job description

The Housekeeping Senior Team Leader will report to the Housekeeping Supervisor and supervise the Housekeeping Team Leaders and Housekeepers to ensure they fulfil the objectives of the College's housekeeping department. The post holder will work with their team to achieve the highest level of cleanliness in all College accommodation.

Key duties and responsibilities:

- Supervise a team of Team Leaders and Housekeeping Assistants to ensure the highest possible standard of cleaning.
- On a day to day basis, allocate staff to areas required, including covering any absences.
- Participate in induction training for new staff members to ensure COSHH regulations are adhered to and all staff are aware of established safe working practices and the College's cleaning standards. Maintain accurate records of staff training.
- Carry out staff appraisals, maintain holiday and absence records and conduct return to work interviews.
- Deputise for the Housekeeping Supervisor as/when required.
- Check rooms are serviced and cleaned to the standard required prior to the arrival of students and guests and report back to Housekeeping Supervisor to ensure rooms are recorded on the College accommodation database.
- Assist in completing and checking room inventories at the start of each term.
- Control chemical and equipment stock levels and ensure that Housekeepers have the appropriate supplies.

- Check condition of equipment to ensure it is fit for purpose, including, but not exclusively vacuum cleaners, carpet cleaning and white goods.
- Participate in the Bank Holiday and weekend roster as required.
- Organise termly deep cleans of student rooms.
- Organise bed linen and towels to be delivered and collected from each staircase
- Contribute to a highly positive and passionate department environment.
- Report any health and safety, IT and maintenance concerns, through appropriate College online systems.
- Record, report and process lost property according to College procedures.
- Cover shortness in staff to fulfil cleaning duties, which occasionally may require your help with cleaning rooms.
- Update sanitary bins at the start of the new academic year.
- Participate in daily briefings with Team leaders.
- Attend weekly meetings with Domus Manager and Housekeeping Supervisor.
- Attend meetings, information sessions and training as required.
- Maintain a safe environment for you and your team to work in, ensuring that health and safety is at the forefront of your actions in terms of work space and equipment used.
- Undertake any other reasonable duties as may be required by the Housekeeping Supervisor.

These duties may change from time to time in consultation with the post holder, to reflect the needs of the College.

Where you fit into the structure:

