Housekeeping Assistant

Job Description

Job title: Housekeeping Assistant
Department: Housekeeping
Reports to: Deputy Housekeeper; Head Housekeeper
Contract: Permanent/Fixed Term

Purpose of the role

Reporting to the Housekeeping Supervisor, the Deputy Housekeeper and, ultimately, the Head Housekeeper, the role holder will assist the Housekeeping Department by undertaking general cleaning duties and ensuring the expected cleanliness standard is achieved and maintained in all College buildings.

Key duties and responsibilities

Undertake the cleaning of rooms and communal areas (toilets, kitchens, corridors and stairs) in student accommodation, offices and teaching rooms.

Housekeeping Assistants may be allocated specific areas of responsibility in College which may change from time to time.

- Cleaning of communal areas (toilets, kitchens, corridors and stairs) in student accommodation, offices and teaching rooms on a daily basis during term periods.
- Disposing of rubbish, replenishing toilet paper, soap and paper towels as and when required.
- Spring cleaning College rooms to high standards at the end of each term in preparation for conference guests.
- Servicing rooms for guests throughout their stay to high standards.
- The role holder is only allowed to use chemicals, cleaning products and equipment provided by the College due to COSHH and Health and Safety regulations. Products without up-to-date COSHH information or found in unlabelled containers, spray bottles etc. have to be removed and taken to the Housekeeping Office promptly.
• Ensuring all equipment is used correctly and left in good working order at all times. Report any issues or faulty equipment to Housekeeping Supervisor, Deputy Housekeeper or Head Housekeeper.

• Monitoring and reporting carpet cleaning requirements.

• Reporting any rooms which are in a very poor state of care.

• Notifying the Housekeeping Supervisor, Deputy Housekeeper or Head Housekeeper 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 line manager.

• Maintaining tidy cleaning cupboards including storage of conference items in an organised manner.

• Expected to provide cover outside of dedicated working areas during periods of staff absence.

• Ensuring personal property is respected and not touched unnecessarily.

• Maintaining confidentiality, positive and supportive approach at work.

• Follow all Health and Safety instructions issued by the Head Housekeeper, Deputy Housekeeper and Housekeeping Supervisor(s).

• Observing all hazard and instructional signage.

• Adhering to instructions regarding use and storage of chemicals.

• Wearing all protective clothing and equipment 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 to line manager in a prompt manner.

• Reporting suspicious activity or persons to the Duty Porter and line manager.

• Personally signing all keys to College properties out/in at the Porters’ Lodge.

• Attend meetings, information sessions and training as and when required.

• Weekend work will be expected from time to time (normally once each month) and planned on a fair rotation.

• Undertaking any other duties or tasks as reasonably directed or requested by the Head Housekeeper, Deputy Housekeeper and Housekeeping Supervisor(s).

The duties of Housekeeping Assistants will vary throughout the academic year, reflecting the changing needs of the College.
Where you fit in the structure: