



Selwyn College Cambridge

JOB DESCRIPTION

- Job Title:** Housekeeping Assistant
- Department:** Housekeeping
- Reports to:** Domus Manager, Housekeeping Supervisor and Housekeeping Senior Team Leader.
- Purpose of the job:** To assist the Domus Manager by undertaking general cleaning duties and ensuring the highest possible standard of housekeeping is achieved and maintained in all College buildings.

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.
- Maintaining the Housekeeping Department's standards and 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 to satisfactory standards.
- Servicing rooms for guests throughout their stay to satisfactory standards.

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 Head Housekeeper or your Supervisor.
- Monitoring and reporting and 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 Head Housekeeper.
- 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.
- Undertaking any other duties or tasks as reasonably directed or requested by the Domus Manager, Housekeeping Supervisor and Housekeeping Senior Team Leader.

3. Being health, safety and security aware by:

- Following all health and safety instructions issued by the Domus Manager, Housekeeping Supervisor and Housekeeping Senior Team Leader.
- 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.

The duties of Housekeeping Assistants will vary throughout the academic year.

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.