Housekeeping Supervisor

Role

Responsible for the day to day management of the College’s housekeeping team for Fellows, students, guests, staff and visitors.

Job description

The Housekeeping Supervisor will report to the Domus Manager and line manage a team of housekeeping staff to 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 and recruit, induct and develop housekeeping staff.

Key duties and responsibilities:

- Manage all areas of housekeeping to maintain a high level of cleaning and smooth running of the department.

- Assume line management responsibility for the Senior Team Leader, Team Leaders, Linen Keeper and Housekeeping Assistants. Ensure staff receive appropriate training and development, delegate work, manage performance, maintain absence and holidays records; conduct return to work interviews, appraisals and regular progress reviews.

- Assist the Domus Manager to develop and implement the housekeeping plan and strategy.

- Deputise for the Domus Manager as/when required.

- Ensure all cleaning checks are carried out as set out in the schedule and that issues and opportunities are followed up and logged accurately.

- Organise staff rosters to cover all cleaning required in both term time and the conference periods, including weekends, within the housekeeping wages budget.

- Ensure all staff are supplied with the necessary equipment and cleaning materials, along with adequate training, whilst complying with the COSHH regulations. This will include weekly checks of stock levels, cleaning cupboards, kitchens, toilets, showers and communal areas.

September 2021
• Carry out condition checks on furniture and report back to the Domus Manager.

• Notify the Conference Office, Porters’ Lodge, Accommodation Officer and Maintenance of any problems with requested rooms and if necessary make alternative arrangements.

• Ensure any agency staff are inducted and trained before starting work on College premises.

• Ensure staff are dressed appropriately, including uniform, footwear and name badge.

• Organise termly deep cleans of student rooms.

• Update room statuses on College computer systems (currently Mercury.)

• Contribute to a highly positive and passionate department environment.

• Provide assistance with the audit of data and successful implementation of systems and processes to ensure departmental compliance with the new GDPR regulations.

• Manage and review the department documentation and procedures with the Domus Manager

• Report any health and safety, IT and maintenance concerns and take appropriate action to ensure they are rectified to an acceptable timescale.

• Cover shortness in staff to fulfil cleaning duties, which occasionally may require your help with cleaning rooms.

• Attend weekly meetings with Domus Manager and Senior Team Leader.

• 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 Domus Manager

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

September 2021
Where you fit into the structure: