JOB DESCRIPTION

This job description outlines the key outputs required from the job holder and the tasks necessary to achieve them. It is not a definitive list, and the role may well change and evolve.

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Housekeeping assistant</th>
<th>Department</th>
<th>Housekeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Head of housekeeping</td>
<td>No of staff reporting</td>
<td>0</td>
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</tbody>
</table>

Summarise in one or two sentences the purpose of the role:

To ensure the College is cleaned thoroughly in accordance with the schedule. The Housekeeping Assistant will ensure that standards are maintained to a high level, and all Health and Safety requirements are met.

Key outputs of the role

- The College is cleaned regularly and properly
- Health and safety measures are followed
- Provide a friendly and welcoming service to all residents

Outline the key tasks necessary to deliver the outputs defined above:

- Regular cleaning of student houses, Fellows accommodation, guest rooms, toilets, communal areas, meeting rooms, studies, offices and corridors, President’s house, Library, Dining room, bar area and all other College buildings as directed by management.
  This includes cleaning on a regular basis:
  - kitchen - ovens, fridges, floors and surfaces
  - corridors, landings and stairs
  - bathrooms, shower rooms and toilets
  - residents rooms when vacated

- Cleaning duties also include the laundering of bedding and curtains where necessary and re-equipping kitchens with crockery where necessary.

- Guest rooms are to be cleaned daily and rooms prepared and serviced according to schedule. All beds and linen are to be changed, and bathrooms, toilets, kitchen areas and corridors cleaned to a high standard.

- All inventories are to be checked on a regular basis, and any missing items replaced where possible and reported to the housekeeper

- Deep cleaning of student rooms, on and off-site at the end of term to ensure a quick turnaround for new students arriving or visitors and conferences guests.

- Laundering of the College laundry, including:
- bedding, blankets, duvets, pillows and bedspreads
- tea towels
- towels
- bath mats etc
- curtains where possible
- removable sofa covers

- Report maintenance issues promptly to the maintenance department to ensure swift resolution
- Ensure health and safety standards are met, and correct procedures followed when handling chemicals under COSHH guidelines. Always wear issued preventative and protective equipment, following any guidance provided. Adhere to manual handling guidance when carrying out any heavy lifting

Additional responsibilities:

Decision making authority:

A

Budgetary responsibility

Practical/physical requirements:

COSHH Training and some manual handling

Briefly state any other relevant information:

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Reviewed by: [Click here to enter text.] Date: [Click here to enter date]

Approved by: [Click here to enter text.] Date: [Click here to enter a date]