



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 over time.

Job Title:	Housekeeping Assistant	Department	Housekeeping
Reports to:	Housekeeping Manager	No of staff reporting	0

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

The Housekeeping Assistant primary duty is to ensure the College is cleaned thoroughly in accordance with schedule, to include exteriors. The postholder will ensure that standards are maintained to a high level and all Health and Safety requirements are met. The role will also include assisting the setting up of function and events, and the turnaround of guestrooms, especially at weekends.

The role is responsible for monitoring cleaning standards throughout Housekeeping Assistant areas of work, both for routine and cover-supply, creating records for the Housekeeping Manager. The role also supports the issue and distribution of linen, chemical and consumables to Housekeeping Assistants, and assist in the checking of rooms prior to occupant arrival.

Key Outputs of the Role

- Regular cleaning of College (all areas) to a high standard
- Preparation of rooms in accordance with events schedule
- Follows and upholds Health and Safety regulations
- Quality control of all areas to the College standards and room check.
- Distribution and monitoring of supplies to Housekeeping Assistants

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

1. Cleaning all areas of College according to daily instruction from the Housekeeping Manager to include deep cleaning and turnaround of student rooms, communal areas (on and off site), residential and guest rooms.
2. Support the setting up of all meeting and conference rooms, private dinners and events including any equipment required. Carry out checks of conference/meeting rooms prior to arrival.
3. Carry out cleaning of pool, gym and changing rooms to ensure safety for all users.
4. Assisting with removal and movement of furniture for conferences or events.
5. Regular inventory checks replacing missing items where possible, reporting fault to Head Housekeeper.



6. Cleaning of external entrances, pathways to buildings, external stairways and light fittings.
7. Processing College laundry, including washing and ironing of bedding, blankets, towels, duvets, pillows, bedspreads, tea towels, curtains (where possible) and removable sofa cushions.
8. Ensuring adherence to all Health and Safety regulations, reporting any issues to the Housekeeping Manager.
9. Use personal protective equipment (PPE) as laid out in the COSHH regulations when handling cleaning chemicals.
10. To follow a systematic and recordable, work area standards checklist.
11. To check area preparations for incoming students, Fellows or guests.
12. To assist in the issue and distribution of linen, chemical and consumable supplies to Housekeeping staff.

The above is not an exhaustive list of duties and you will be expected to undertake any other reasonable tasks as instructed by management. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Additional Responsibilities:

N/A

Decision Making Authority:

N/A

Budgetary Responsibility

N/A

Practical / Physical Requirements:

COSHH Training and Manual Handling

Briefly state any other relevant information:

N/A

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:	Agi Bundyra	Date:	June 19, 2024
Approved By:	Laura Boyd	Date:	June 20, 2024