

JOB DESCRIPTION - HOUSEKEEPER

Responsible To: Senior Housekeeper

Main Responsibilities: To provide cleaning as specified throughout the College.

- You will be responsible for cleaning specified areas of the College and boarding houses as designated by the Housekeeping Supervisor. Ensuring all rooms are secure after cleaning as appropriate.
- Your area will include all aspects of cleaning the College buildings, included but not limited to: classrooms, staffrooms, laboratories, communal areas (inside and out), dormitories, offices, toilets, bathrooms, staff accommodation etc. as appropriate. This will include, but is not limited to: cleaning, washing, sweeping, vacuuming, emptying the bins, polishing and dusting where necessary and the movement of items of furniture, where required.
- Ensure all chemicals and cleaning equipment used, is stored in a safe and appropriate manner, in accordance with manufacturer's instructions or specifications provided. In addition, supplies are well maintained.
- Assisting with the day-to-day running of the College laundry.
- To complete any appropriate cleaning records or documentation as required.
- You will ensure that all rubbish collected is disposed of correctly.
- You will report any damage to College equipment or infrastructure or possible risks to Health and Safety immediately to the Housekeeping Supervisor.
- During the College's closure periods to undertake "deep cleans" to areas specified by the Housekeeping Supervisor.
- Preparation of both boarding and staff accommodation for new arrivals.
- Provision of domestic services support to functions and events such as Speech Day.
- All duties must be carried out to comply with the Health and Safety at Work Act and any other statutory and College regulations and other legal requirements.
- To perform any such duties as may be reasonably requested by the Housekeeping Supervisor, Bursar or Principal.
- To attend meetings or training courses as required.

Special Working Conditions:

- This role will require the individual to work with multiple cleaning products. It will involve bending, heavy lifting and use of cleaning equipment.
- This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.