**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Housekeeping Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Job purpose:</td>
<td>Responsible for keeping the college buildings to the highest cleaning standard in a safe organized environment, with specialised cleaning and light maintenance to all areas of the college buildings under the supervision of the college Housekeeper.</td>
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</tbody>
</table>

**Specific duties:**

- Collect daily the keys, to commence allocated areas of working.
- Collect any instructions from the Housekeeper and understand all relevant Work to be carried out.
- Clean all areas that are allocated to you daily which would involve the cleaning Of all kitchens, bathrooms and communal areas to ensure a high standard Of cleanliness at all times.
- Ensure all rubbish is cleared and disposed of in the correct containers provided.
- Ensure that all weekly and monthly additional cleaning tasks are carried out.
- Report any maintenance issues to the Clerk of Works, via maintenance slips Provided in the porters lodge.
- Ensure all corridors, stairs and fire exits are kept clean and clutter free.
- Attend all necessary training sessions and courses as required.
- Ensure all cleaning cupboards are kept neat and tidy and stocked at all times.
- Be responsible for all equipment that is stored correctly and in good working Order and chemicals are stored with the correct labels.
- All housekeeping staff shall be expected to work in other areas to cover any sick or annual holiday leave of which shall be distributed by the Housekeeper as required.
- Occasional weekend work shall be required by means of a working rota System

- Janitors specific duties shall involve the use of specified machinery and Chemicals
- Stripping buffing and polishing floors.
- Carpet Cleaning.
- Descaling showers, washbasins and taps.
- Cleaning of cooker hoods, ovens and hobs and replacement of filters.
- Ensuring the outside areas are kept tidy by means of rubbish clearance of Carpark and outside properties.
- Removing and replacing curtains, blinds and lampshades as required.
- Assisting cleaners with the removal of heavy furniture and white goods For cleaning purposes.
- Delivering and collecting stores.
**JOB AND PERSON DESCRIPTION**

**Works with:**
- Housekeeping staff

**Responsible for:**
- N/A

**Responsible to:**
- Housekeeper

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**PERSON DESCRIPTION**

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tbody>
<tr>
<td>Qualifications:</td>
<td>• NVQ 2 in Housekeeping</td>
</tr>
<tr>
<td>Experience:</td>
<td>• Previous experience of working in a College environment</td>
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<tr>
<td>Skills:</td>
<td>• Must be physically fit</td>
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<tr>
<td>Special requirements:</td>
<td>•</td>
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</tbody>
</table>

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**REVIEW**

*These job and person descriptions are non-contractual*

**Current incumbent:**

Reviewed by Head of Department:
Signature:

Name:

Date:

Seen by Domestic Bursar:

Date: