## Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Caretaker</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 organised environment, with specialised cleaning and light maintenance to all areas of the college buildings under the supervision of the college Housekeeper.</td>
</tr>
</tbody>
</table>

### Specific duties:

- Clearing up the main site and gardens daily, including cleaning outside tables, removing dirty glasses, litter picking, emptying bins.
- Liaising with Catering & Bursary on set ups for room meetings. Organising tables and chairs, any flipcharts required, IT hardware set ups (Projector & Screens if required).
- Cleaning common areas of flooring using specific machinery and chemicals.
- Cleaning of student kitchens, ensuite facilities, flooring and external decking.
- Cleaning of student room carpets annually.
- Descaling showers, washbasins and taps every quarter.
- Cleaning of cooker hoods, ovens and hobs and replacement of filters.
- Ensuring the outside areas of College properties, including carparks, are kept tidy including the removal of rubbish and leaves.
- Removing and replacing curtains, blinds and lampshades as required.
- Assisting cleaners with the removal of heavy furniture and white goods for cleaning purposes.
- Cleaning of light fittings in College Hostels.
- Use of ladder to clean balconies and verandas within the College buildings.
- Use of ladder to clean the College dining hall quarterly.
- Cleaning of internal double-glazed windows.
- Attend all necessary training courses as required. These will include ladder training, manual handling and COSHH training.
- Ensure all equipment is stored correctly and is in good working order.
- Delivering and collecting stores.
- Assisting the Housekeeping Assistants with routine cleaning tasks as and when required.
- Assisting as required during College events.
- Some weekend work may be required.

### Works with:
- Housekeeping staff, Maintenance staff, Catering

### Responsible for:
- N/A

### Responsible to:
- Housekeeper
## PERSON DESCRIPTION

| Experience: | • Experience in similar role as caretaker, cleaner or housekeeper. |
| Skills: | • Able to understand and carry out written and verbal instructions including safety instructions in the English language. |
| Special requirements: | • Confident in using a ladder and working at heights (training will be given)  
• Knowledge of safe working practice when using specified machinery and chemicals  
• Able to lift and fully utilise machinery – for example: floor cleaner, carpet cleaner  
• Able to lift and carry deliveries of supplies, heavy furniture etc.  
• Able to work some weekends as required |

*These job and person descriptions are non-contractual*

| Current incumbent: | New Post |

**Reviewed by Head of Department:**

**Signature:**

**Name:**

**Date:** 5/8/2022