JOB AND PERSON DESCRIPTION

JOB DESCRIPTION

Job title: Housekeeping Assistant
Department: Housekeeping
Job purpose: Responsible for keeping the College buildings and student residences cleaned to the highest standard in a safe organised environment.

Specific duties:

- Collect daily the keys, to commence allocated areas of working.
- Collect any instructions from the Housekeeping Manager 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 or Fire safety / Health and Safety / welfare issues to the relevant department.
- 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 ensuring that it is stored correctly and in good working order and chemicals are stored with the correct labels.

Works with:
- Housekeeping staff

Responsible for:
- N/A

Responsible to:
- Housekeeping Manager
## PERSON DESCRIPTION

<table>
<thead>
<tr>
<th>Qualifications:</th>
<th>• none</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience:</td>
<td>• Previous cleaning experience</td>
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| Skills:         | • Able to follow instructions  
|                 | • Able to work safely  
|                 | • Able to work with others as a team and also work independently. |
| Special requirements: | • Must be physically fit as the job involves climbing stairs and carrying equipment  
|                 | • Able to use computers to a basic level for online training courses  
|                 | • Able to read English to a basic level for read manuals and cleaning product safety information and instructions  
|                 | • Able to work weekends if needed on occasion |

## REVIEW

*These job and person descriptions are non-contractual*

**Current incumbent:** New

**Reviewed by Head of Department:**

**Signature:** Gill Cooper

**Date:** 16/03/2022