## Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Housekeepers Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Housekeeping</td>
</tr>
<tr>
<td><strong>Job purpose:</strong></td>
<td>To provide a high standard of cleaning within the College buildings in a safe organized environment and to assist the Housekeeper in her role when necessary, to include cover in her absence.</td>
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</tbody>
</table>

### Specific duties:

- Deputise in the absence of the Housekeeper including allocation of keys to the cleaners and general management duties.
- Be able to organize staff on a day to day basis to cover sickness and annual leave.
- Help to cover for staff sickness and annual holidays.
- Report back to the Housekeeper with any issues arising.
- Assist the Housekeeper with the checking of inventories within the college and surrounding student accommodations when necessary.
- To provide a high standard of cleaning in allocated areas within the College buildings and outside properties, involving the cleaning of kitchens, bathrooms and communal areas.
- To attend all necessary training sessions and courses required.
- Assist in spring cleaning of bedrooms as and when rooms become vacant in summer term.
- To assist with the management of the weekly laundry service to accommodate the college requirements.
- Occasional weekend work shall be required by means of a working rota system.
- Be prepared to make decisions in the absence of the Housekeeper.

### Works with:

- Cleaning Staff

### Responsible for:

- N/A

### Responsible to:

- Housekeeper
PERSON DESCRIPTION

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications:</td>
<td>• NVQ 2 in Housekeeping</td>
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<tr>
<td>Experience:</td>
<td>• Working in a college environment</td>
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<tr>
<td></td>
<td>• Supervisors Experience</td>
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<tr>
<td>Skills:</td>
<td>•</td>
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<td>Special requirements:</td>
<td>• Must be physically fit</td>
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<td></td>
<td>• Weekend working on a rota system</td>
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</tbody>
</table>

REVIEW

These job and person descriptions are non-contractual

Current incumbent:

Reviewed by Head of Department:

Signature:

Name:

Date:

Seen by Domestic Bursar:

Date: