JOB AND PERSON DESCRIPTION

JOB DESCRIPTION

Job title: Housekeeping Staff
Department: Housekeeping
Job purpose: 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.

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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<tr>
<td>Qualifications:</td>
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<tr>
<td>• NVQ 2 in Housekeeping</td>
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<td>Experience:</td>
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<td>Special requirements:</td>
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<td>• Must be physically fit</td>
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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: