**Housekeeper – Job Description**

**Responsible To**: Senior Housekeeper

**Main Responsibilities:** To provide cleaning as specified throughout the College.

You will be responsible for cleaning specified areas of the College and boarding houses as designated by the Senior Housekeeper, ensuring all rooms are secure after cleaning as appropriate.

Your responsibilities will include all aspects of cleaning the College buildings, included but not limited to: classrooms, staffrooms, laboratories, communal areas (inside and out), dormitories, offices, toilets, bathrooms, staff accommodation etc., as appropriate. This will include, but is not limited to: cleaning, washing, sweeping, vacuuming, emptying the bins, polishing and dusting where necessary and the movement of items of furniture, where required.

Key duties include:

* Ensure all chemicals and cleaning equipment used are stored in a safe and appropriate manner, in accordance with manufacturer’s instructions or specifications provided. In addition, ensure that supplies are well maintained.
* Assist with the day-to-day running of the College laundry.
* Complete any appropriate cleaning records or documentation as required.
* Ensure that all rubbish collected is disposed of correctly.
* Report any damage to College equipment or infrastructure or possible risks to Health and Safety immediately to the Senior Housekeeper.
* During the College’s closure periods, undertake “deep cleans” to areas specified by the Senior Housekeeper.
* Prepare both boarding and staff accommodation for new arrivals.
* Provide domestic services support to functions and events such as Graduation.
* Perform any such duties as may be reasonably requested by the Senior Housekeeper, Assistant Bursar or Principal.
* Attend meetings or training courses as required.

All duties must be carried out to comply with the Health and Safety at Work Act and any other statutory and College regulations and other legal requirements.

**Special Working Conditions**

This role will require the individual to work with multiple cleaning products. It will involve bending, heavy lifting and use of cleaning equipment.

This Job Description is not exhaustive and will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to any changes.