ROLE DESCRIPTION

Job Title: Housekeeping Cleaner
Department: House Team
Responsible To: House Manager
Date Prepared: 9th June 2009

Working Hours: 20 hours/week, 5 days out of 7.
Some weekends by prior arrangement. Flexibility essential.

Summary of Job:
To perform any combination of light cleaning duties to maintain all public and residential areas, state rooms, offices and communal/connecting areas. To ensure that Harlaxton Manor is well presented at all times. To assist other department teams within the College as required.

Education/Experience Required:
1. Experience of working in a Housekeeping department.
2. Ability to organise and prioritise tasks.
3. Ability to react to internal/external customer’s requests efficiently and quickly.
4. Ability to perform general ‘light’ cleaning duties - must be physically able to perform housekeeping tasks that require bending, lifting and low level cleaning.
5. Ability to work as part of a team or on own initiative.
6. Possess an understanding of the composition of various cleaning chemicals. COSHH training will be provided.
7. Possess a pleasant and courteous manner.
8. Ability to prioritise workload, keeping up with assigned schedules.
10. Flexible approach to working hours.
11. Own transport (preferred).
12. An interest in historical buildings and restoration would be useful.

Key Duties/Roles:
1. To perform any combination of light cleaning duties to maintain all public and residential areas, state rooms, offices and communal/connecting areas: ensuring that Harlaxton Manor is well presented at all times for the use of students, faculty, staff and external clients. Such duties to be directed by the House Manager and will include (but not limited to):
   a. The cleaning of all styles of rooms, hallways, lounges, reception areas, stairways, toilet and shower facilities.
   b. The cleaning of carpets, rugs and upholstered furniture using vacuum cleaners.
   c. The sweeping, washing, waxing and polishing of floors using brooms and mops.
   d. The dusting and polishing of furniture and AV equipment.
   e. The emptying of wastebaskets and bins - taking rubbish to the disposal area.
   f. The polishing of brass fixtures and fittings.
   g. The turning of mattresses and making beds.
   h. The replenishment of tea/coffee tray items in faculty/guest bedrooms.
i. Ensuring sufficient supplies of toiletry items in all bathrooms.

j. The washing of internal windows, walls and woodwork: polishing as necessary.

k. The adjustment, replacement and/or arrangement of furniture/contents as required.

2. To report any maintenance issues to the House Manager.

3. To advise the House Manager of any internal damage, and report any theft immediately.

4. To maintain the appearance and serviceability of all floor cleaning cupboards.

5. Ensure cleaning equipment/materials are available for students use at all times.

6. Assist in the preparations for internal/external events in the State Rooms.

7. To be constantly aware of public safety, with the use of appropriate signage.

8. To know relevant Health and Safety regulations.

Other Duties/Roles:

1. To help and advise residents, staff, visitors, guests and events where able and when required.

2. To assist other internal departments (e.g. Library, Transport, Maintenance, Gardens) as required and as directed by the House Manager.

3. To attend personal training courses as required by the College.

4. To support the Emergency Management Team in the event of a College Emergency and assist with the operation of the College Emergency Plan.

5. To carry out other reasonable duties as the House Manager and/or the Estates Manager may require from time to time.

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

All staff at Harlaxton College must be capable of delivering high service standards, have a meticulous attention to detail and be able to work under pressure.

All staff at Harlaxton College must be outgoing, dedicated and enthusiastic persons, who are both team players and able to work on own initiative.

We are always looking for people who are not afraid to 'go the extra mile' to provide exceptional service.

Working at Harlaxton College is rewarding. We offer competitive salaries, great benefits and the use of College amenities.