## Job Description

### Job Title:
Domestic Porter/Housekeeping Assistant

### Post holder:

### Reporting To:

- Domestic Manager
- Deputy Domestic Manager
- Housekeeping Supervisor
- Domestic Porter/Housekeeping Assistant

### Main Purpose of Role/Overview:

The Domestic Porter works within the Housekeeping team assisting in setting up and checking conference rooms and equipment. The role also includes general cleaning and maintenance duties connected to the department.

During vacations, particularly end June to September the College hosts residential conferences, during this time the housekeeping staff clean and service rooms with the help of casual staff.

### Main Responsibilities & Duties:

1. Setting up of all rooms for meetings, conferences, private dinners and events including any equipment required.

2. Checking of conference/meeting rooms prior to arrival.

3. Cleaning all areas of College according to daily instruction from Domestic manager to include deep cleaning and turnaround of student rooms and communal areas (on and off site) when occupants leave.

4. Preparation, cleaning and servicing of guest and conference accommodation, including weekend working during the summer period; according to instruction from Domestic manager.

5. Cleaning of external entrances, pathways to buildings, external stairways and light fittings

### Standards of Performance/Results:

1. Accurately and to a high standard as detailed on the function sheet

2. To ensure standards are maintained and everything is in order

3. All areas of College cleaned and maintained to high standard

4. To ensure guest rooms and college accommodation is thoroughly cleaned and presentable. A minimum percentage of complaints should be received.
6. Maintain cleanliness of bin, recycling area and bicycle sheds emptying outdoor rubbish bins and collecting and emptying recycling bins from various areas on site.

7. Assisting with removal and movement of furniture for conferences or dining arrangements

8. Checking and appropriately storing incoming deliveries from suppliers

9. Carrying out small carpet cleaning

10. Delivering linen to Housekeeping Assistants and collecting dirty bags during conference period.

11. Ensuring all Health and Safety regulations are adhered to and report any issues to the Domestic Manager/Compliance officer

12. Use personal protective equipment (PPE) as laid out in the COSHH regulations when dealing with cleaning chemicals.

The above is not an exhaustive list of duties and you will be expected to undertake any other reasonable tasks as instructed by management. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

5. Ensuring a safe and clean environment for college members and guests

6. Adhere to recycling requirements and keep areas clean and tidy

7. In a timely and organised manner in accordance with function sheet

8. Ensure the stores area is clean and tidy to comply with health and safety.

9. As required and in accordance with equipment/product instructions

10. On a regular basis at required times

11. The Health, Safety and welfare of College personnel, visitors and property are looked after and regulations complied with.

12. No accidents occur when using/cleaning with chemicals due to COSHH training.

Scope/size of role (budgets, people, etc): 

Significant internal/external relationships:

The Deputy Domestic Manager who reports to the Domestic Manager who reports to the Domestic Bursar who has overall managerial responsibility for the Housekeeping department.

Objectives (as per PDR) or key milestones:
Target/Objective: | Time duration:

Date prepared: | Agreed by Manager: 

V1 October 2016
# Person Specification

## Domestic Porter/Housekeeping Assistant

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| **Qualifications, experience and background** | • Previous cleaning experience  
• Solid work history  
• Good educational background | • Experience of cleaning in a College or Accommodation environment  
• Basic maintenance experience or experience of preparing rooms for conferences or meetings |
| **Specific knowledge/skills (technical)** | • High standard of work  
• Knowledge of chemicals | • Knowledge of COSHH and the safe use of chemicals  
• Audio Visual experience |
| **Personal attributes** | • Able to communicate with all levels of personnel  
• Friendly, outgoing and professional | • Reliable  
• Trustworthy |
| **Team and management skills** | • Able to work with and as part of a team | • Good team player |
| **Other** | • Flexibility is needed due to the requirements of the business especially during summer months (June to September) | |