



Clare College
Cambridge

Job Description

Job Title: Housekeeping Assistant

Department: Estates Department

Responsible to: Housekeeper

Purpose of Job: The Housekeeping Assistants are to clean and provide a high quality housekeeping service for designated and communal areas within the College maintaining the highest standards of cleaning

Duties and Responsibilities:

Main Responsibilities

To undertake cleaning in specific areas of the College allocated by the Housekeeper or Supervisor.

To ensure effective and efficient use of College cleaning materials and equipment whilst undertaking cleaning duties to avoid damage and potential repair/maintenance costs.

To ensure, as part of all cleaning duties, that rubbish is disposed of according to the College procedures

To ensure any damage or excessive wear and tear to property, furnishings, or other assets of the College are reported to the Supervisor of Housekeeper

To ensure that all work carried out on behalf of the Housekeeping department is done so in accordance with College safety rules and health and safety legislation/environment standards

To complete all training online or in person as required by the College

To undertake any ad-hoc tasks reasonably required by the Supervisor/Housekeeper

Person specification

| Criteria | Description | Essential or Desirable |
|------------|--|------------------------|
| Experience | Previous household/domestic cleaning experience | E |
| Skills | Knowledge of correct usage and application of a range of cleaning products Methodical and thorough approach to all tasks undertaken | E E |

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|-------------------------|--|---|
| | Ability to achieve and maintain a high standard of hygiene and cleaning in all rooms allocated | E |
| Personal attributes | Reliable Observant and able to report/follow up on any areas of concern Willing to adopt a flexible approach to work Compliant with health and safety legislation and policies and procedures | E |
| Additional Requirements | Available for weekend work when required, particularly during busy periods of commercial activity in the summer months. | E |