### Job Description

<table>
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<th>Job Title:</th>
<th>Post holder:</th>
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<td>Housekeeping Supervisor</td>
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**Reporting To:**

- Domestic Manager
- Deputy Domestic Manager
- Housekeeping Supervisor
- Housekeeping Assistants

**Main Purpose of Role/Overview:**

Responsible for the supervision of Housekeeping staff to ensure that the highest possible standard of housekeeping is achieved in College buildings within the allocated time.

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

**Main Responsibilities & Duties:**

1. Cleaning all areas of College including outside properties and the Presidents Lodge according to daily instruction from Deputy or Domestic Manager.
2. Supervise and train staff in their day to day duties and work areas ensuring that they complete their tasks and all areas are cleaned to a high standard.
3. Responsible for ensuring resources, cleaning materials and equipment are managed effectively.
4. Preparation, cleaning and servicing of guest and conference accommodation, including weekend working during the summer period; according to instruction from Deputy or Domestic Manager.
5. Deep cleaning and turnaround of student rooms and communal areas (on and off site) when occupants leave.

**Standards of Performance/Results:**

1. All areas of College cleaned and maintained to high standard.
2. Carry out daily checks and monitor cleaning standards, addressing issues as they occur reporting persistent issues to the Deputy or Domestic Manager.
3. Planning in advance, working within guidelines and checklists as appropriate.
4. High standard of service given to guest rooms and college accommodation. Minimum percentage of complaints should be received.
5. Fully serviced rooms/ properties ready for new occupants.

V4 March 2017
6. Daily cleaning and servicing of all communal areas.

7. Carry out daily checks on all communal areas during term time and all rooms within accommodation during conference season (June to September).

8. Help sort and count linen for laundry collection and check on return from laundry.

9. Assist new staff as required

10. To ensure that all equipment, furniture and furnishings are maintained, checked and kept in good working order in accordance with correct procedures and report all relevant faults to the Deputy or Domestic Manager.

11. Ensure all Health and Safety regulations are adhered to and report any issues to the Domestic Manager/Compliance Officer. You have a duty to carry out work so that you never put yourself or others at risk.

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

13. Working as part of the housekeeping team ensuring the smooth running of the housekeeping department and undertake any tasks reasonably requested by the Deputy or Domestic Manager, including weekend work during busy periods.

The above is not an exhaustive list of duties. 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.

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

**Significant internal/external relationships:**
The Deputy Domestic Manager who reports to the Domestic Manager. The Domestic Bursar has overall managerial responsibility for the Housekeeping department.

**Objectives (as per PDR) or key milestones:**

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<th>Target/Objective</th>
<th>Time duration</th>
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**Date prepared:**

**By whom:**

**Agreed by Manager:**

**Agreed by post holder:**