

JOB DESCRIPTION

Job Title:	Domestic Cleaner (Residencies)
Grade:	C
Responsible to:	Housekeeper

Job Purpose:

To undertake cleaning in areas as directed to ensure the rooms are kept in a clean and hygienic condition in order to provide a professional and customer friendly service to students and staff at the residences.

Main Duties and Responsibilities:

To clean bathrooms, bedrooms and kitchens and associated areas as per outlined standards. To dispose of refuse.

To maintain security of bedrooms and contents.

To be responsible for a set of keys and for ensuring the security and integrity of areas of cleaning.

To report maintenance issues as per procedures.

To clean domestic kitchens including surfaces, large and small equipment, including microwave and other ovens, fridges and freezers; to dispose of refuse.

To store linen, handle outgoing soiled linen and incoming clean linen.

To make beds and change bedding in guest rooms.

To maintain environment; deep clean carpeted and non-carpeted areas, soft furnishings and bedding; fixtures and fittings; windows and walls; maintain storage areas.

To operate machinery as required.

To comply with COSHH regulations

To work within the relevant legislation, policies and procedures.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the postholder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION

Post Title: Domestic Cleaner (Residencies)

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	None	NVQ1-2 BICS1 Hygiene Certificate
Experience / Knowledge	None	Previous industrial / commercial cleaning duties Knowledge of cleaning procedures. Knowledge of health and safety requirements. Experience of working with young people.
Skills / Personal Requirements	Customer care skills. Flexible approach to working hours. Good communication skills.	Ability to work with others.