



Bishop Grosseteste University

Job Description

Title of Post:	Housekeeping Assistant
Department:	Campus Operations
Grade:	Grade 2
Responsible to:	Campus Operations Officer

MAIN PURPOSE OF THE JOB

To carry out the full range of housekeeping associated duties across the main campus and off-site premises, in accordance with instructions from the Campus Operations Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

These will vary according to the time of year, but include:

1. Clean all allocated areas and buildings whilst completing tasks according to the daily, weekly, monthly, annual schedules in that area.
2. Collect and issue laundry as necessary.
3. Maintain guest rooms for summer residential groups.
4. Deep clean all buildings during vacation periods, in accordance with instructions from Housekeeping Supervisor.
5. Assist in other areas as and when required.
6. Carry out any other tasks which may arise, and which are required to achieve the overall purpose of the post.
7. To undertake any appropriate training which may be required, attend staff development sessions, and participate in an annual appraisal process.
8. To comply with the University Health and Safety Welfare Policy, legislation and best practice and other University policies and procedures.
9. To maintain professional standards in relationships, including non-discriminatory practices.



10. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
11. The post-holder must operate within the guidelines, procedures, and regulations of Bishop Grosseteste University Lincoln.
12. The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy, Race Equality Policy, and other relevant University policies.
13. To participate in university events as and when required when possible (i.e. Graduation, open days, and welcome week

MAIN CONTACTS

- Campus Operations Officer

LIMITS OF AUTHORITY

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all the University's institutional policies and codes of practice.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



PERSON SPECIFICATION

	Essential	Desirable
Experience	Previous relevant experience.	Experience in an educational establishment. COSHH Health and Safety basic training.
Personal Attributes	Be adaptable to changing demands. Be willing to undergo any necessary retraining. Be prepared to demonstrate a commitment to working effectively and efficiently in the University Campus buildings. Have a smart appearance and polite manner.	Be willing to help other people.