BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title: Housekeeping Assistant to the Vice Chancellor

Grade: SPS Grade 2

Responsible to: Housekeeping Supervisor

# Main Purpose

To carry out the full range of housekeeping associated duties in accordance with instructions from the Housekeeping Supervisor.

Key Tasks

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

1. Clean all allocated areas, in accordance with the list of standard definitions and routine cleaning definitions issued.
2. Complete tasks according to the daily, weekly, monthly, annual schedules.
3. Personal ironing and laundry.
4. Take initiative and work to deadlines.
5. Spring clean all areas during vacations, in accordance with instructions from Housekeeping Supervisor.
6. Assist in other areas as and when required.
7. Carry out any other tasks which may arise and which are required to achieve the overall purpose of the post.
8. To undertake any appropriate training which may be required, attend staff development sessions and participate in an annual appraisal process.
9. To comply with the University’s Health and Safety Welfare Policy, legislation and best practice and other University policies and procedures.
10. To maintain professional standards in relationships, including non-discriminatory practices.
11. To be trustworthy and confidential.
12. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
13. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University Lincoln.
14. The post-holder must operate within the University’s Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

PERSON PROFILE

HOUSEKEEPING ASSISTANT TO THE VICE CHANCELLOR

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|  | Core | Supplementary |
| Experience | Previous relevant experience. | Experience in an educational establishment.  Experience in using cleaning machinery i.e buffer/scrubber  Health and safety knowledge. |
| Personal Attributes | Be adaptable to changing demands.  Be able to get on with a mixed age group.  Be willing to undergo any necessary retraining.  Be prepared to demonstrate a commitment to working effectively and efficiently in the University.  Have a smart appearance and polite manner. | Be willing to help other people. |