

2024 Summer Conference Season Job Description

Post Title:	Casual Scout (Cleaner)
Department:	Housekeeping
Responsible to:	Head Housekeeper or Deputy in their absence
Rate of pay:	£11.55 per hour plus holiday pay (£1.39)
Hours:	Variable hours, by agreement, starting at 7am

The Housekeeping team start at 7am-2pm and work 5 out of 7 days during the summer months.

Scouts are responsible for providing a consistently high standard of cleaning service to all who use the College facilities.

This is not an exhaustive list of cleaning tasks but examples of tasks include to:

- Re-stock toiletries, change bed linen and towels and empty bins.
- Clean kitchen areas, inside microwaves, wipe any spillages/splashes on tiles, walls, cupboard fronts, inside oven and inside fridges, scrub and de-scale baths, tiles and showerheads, clean basins, plugholes, toilets, shower cubicles, around light switches and door handles, vacuum and mop floor.
- Clean bedrooms, bathrooms, teaching rooms and corridor/stairwells.
- Report any defective lighting, plumbing or heating problems to Maintenance. To report any broken equipment such as vacuum cleaners.
- Clean stairwells and remove cobwebs.
- Ensure that all cleaning equipment is kept in good working order and to carry out tasks such as to empty vacuum bags and clean filters. To leave all mop heads, washing cloths and dusters in the locker room so that they can be taken to the laundry room for washing.

Additional information:

- Directions on safe working methods must be followed.
- Compliance with safe working practices and all Health and Safety regulations and COSHH is essential.
- Adhere to the correct procedures according to COSHH regulations when using approved chemicals.
- To wear the uniform provided and any protective clothing supplied and follow directions on safe working methods; ensuring that uniform is clean, tidy and well maintained.
- To demonstrate flexibility and work within the team, providing support to colleagues and liaising with colleagues in other departments as required.
- To be familiar with, and work in accordance with, all College's policies and procedures
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Head Housekeeper or Accommodation Manager.
- To be responsible for the security of the College when on duty, remaining vigilant at all times, ensuring that anyone who is not recognised is politely challenged.
- To observe the Fire Regulations and follow the evacuation procedures when necessary.
- To be ready to start work, in uniform, at the time stated on the rota.
- Eligible for a free meal when the kitchen is open.

April 2024