

**Job Description**

**Job title:** Scout

**Department:**  Housekeeping

**Job purpose:** Providing a consistently high standard of cleaning service within the

College to all the College customers

**Responsible to:** Housekeeping Manager

**Student’s room**

* Deep clean, sanitise the room and bathroom weekly
* Waste bins are to be emptied daily
* Vacuum the carpet, sofas and cushions, and polish the furniture once a week
* Thoroughly clean toilets, baths and showers daily, Including the underside of the toilet seat and the sides in all communal areas
* The floors in toilets, bathrooms and shower rooms are to be washed daily in communal areas
* Skirting boards, door ledges, doors and window sills are to be vacuumed and wiped with a damp cloth weekly
* Landings, staircases and corridors are to be kept clean daily
* Daily check that there is enough toilet paper and paper towels in communal bathrooms
* Sanitise all communal areas, staircases, door handles, push plates, window latches, daily

**Offices**

* Empty bins daily
* Wipe and clean telephones, vacuum the carpet, dust and wipe desks and other furniture, clean screens and keyboards, skirting boards, dado rails, window ledges, and brass fittings and sanitise daily
* Check for cobwebs and any marks on walls
* Landings, staircases and corridors to be kept clean and window latches and door handles to be sanitised daily

**Oxford Rooms**

* Beds are to be tidied up and wash basins in rooms to be freshen daily
* Bed linen and towels to be changed every 3 days
* Trays to be restocked daily
* Ensure that a toiletry bag is placed in the room on arrival
* Sanitise the door handles, window latches, daily

**General**

* To participate in all staff training and attend staff meetings
* To wear the uniform provided (College crested polo shirt, College crested tabard, College crested fleece and name tag) you must wear black trousers and sensible black footwear
* To check scouts keys in and out personally each day
* To provide holiday and sickness cover for colleagues, as required by the demands of the service to residents and visitors, as required by Housekeeping Manager or a Senior Member of staff
* To be familiar with, and work in accordance with, all College’s policies and procedures
* To promote a safe, healthy and secure environment

\*\*\*Any defects or lights not working in any area to be reported to Housekeeping Manager immediately.

\*\*\*At all times if any property belonging to room occupants is left in their room after departure this property must be taken straight to the Lodge, who must be told the room number or location where the property was left.

\*\*\*When any room is vacated the room must be thoroughly checked, including the mattress, the inside of drawers, cupboards and wardrobes.

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Housekeeping Manager or a Senior Member of staff.

This job description may be subject to review in consultation with the post holder.