**Job Description**

**Scout**

**Accountable to:** Accommodation &Housekeeping Manager

**Accountable for:** N/A

**Liaison with:** Fellows, Students, Staff, members of the public

**Job Purpose:**

Responsible for providing a consistently high standards of cleaning service to students, staff, fellows and visitors to the college.

**Main Duties and Responsibilities**

# Room Maintenance

* To be responsible for the cleaning and maintenance of bedrooms to the required standards of hygiene and service provision;
* To be responsible for the cleaning and maintenance of Fellows’ rooms to the required standards of hygiene and service provision (where applicable);
* To change linen and redo beds during conferences (as required);
* To assist with end of term general cleaning.

# Communal Areas

* To maintain toilets, showers and bathrooms to the required standard of cleanliness, including the floor area, windows, walls, all fixtures and fittings, etc. To empty bins, and to replace handwash and toilet rolls when required;
* To clean kitchen areas and to maintain them to the required standard of cleanliness. This will include the floor area, walls, worktops, windows, all fixtures and fittings. To empty the bins;
* To clean communal areas on a regular basis, and to maintain them to the required standard of cleanliness;
* To remove rubbish, and to recycle items where appropriate. To transport items for recycling to the correct storage areas.

# Teaching & Conference Rooms

* To vacuum and dust any teaching/conference rooms within your area;
* To maintain toilets and empty the bins.

# Offices (Staff & Fellows)

* To vacuum, dust and empty bins;
* To replace tea towels and hand towels.

# General

* To notify the Accommodation & Housekeeping Manager and the Lodge of any problems that may affect the smooth running of the College including safety, welfare and maintenance issues;
* To report to the Accommodation & Housekeeping Manager any student absence and any damage to property including pictures/posters that are fixed directly to the walls with blu tack or similar fixative;
* To report any broken equipment or problems to the Accommodation & Housekeeping Manager or Works Department
* To report any defective lighting, plumbing or heating problems to the Accommodation & Housekeeping Manager or Works Department
* To undertake other duties that fall within the broad objective of this post (including working in one of the College’s external properties).

**Person Specification**

# Qualities, Experience and Qualifications

* Some experience in the cleaning industry (although, full training will be provided);
* Some experience of working in a college environment would be an advantage;
* Sound communication skills, with working knowledge of spoken and written English;
* NVQ level one in Cleaning and Support Services desirable, but not essential.