

 Portland College	Role Profile
Job Title	Housekeeper

Salary range	National Living Wage
Contract	Perm 52
Main location	Portland College
Hours and basis	
Reports to	Housekeeping Supervisor
Date of issue	

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. This role is integral to the College by ensure the highest standard of cleanliness and hygiene for all designated College facilities and reducing the spread of infection in accordance with relevant legislation.

What you will be doing

Cleanliness

- Ensure the Essential Standards of Quality and Safety are promoted at all times to meet CQC regulations
- Follow the infection control policy at all times.
- Thoroughly and routinely clean appropriate areas to a high standard using the correct equipment, practice and procedures
- Ensure that where necessary entrances to and from facilities are clean and safe
- To report any damage to Facilities or Health & Safety concerns to the Estates & Facilities Manager immediately
- Be an active part of the support for learning team and effectively communicate with and support the whole College team
- Adhere to the Portland College disposal of waste in the infection control policy
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties
- Keep your cleaning area and space clean and tidy at all times and your cleaning materials safely stored
- Be familiar and comply with the required care standards governing your job role
- Maintain polite and good communication with colleagues and learners/citizens at all times
- Ensure correct personal protective equipment is worn at all appropriate times
- Hand hygiene compliance - not wearing of artificial nails or nail extensions.
- Ensure that clean uniforms are worn at the start of each shift and all personal belongings are kept in the lockers provided, at all times

Key results we want to see from this role

- Provide an efficient and comprehensive housekeeping service
- Ensure all areas of the campus are pleasant, safe, welcoming and a clean environment is provided for students, staff and visitors
- Prioritise workload on a daily basis

Dimensions of the role



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Housekeeper

- Be responsible for a set of master keys for designated areas around the College and ensure they are safely signed in/out when in use
- Ensure that appropriate equipment is used and make best use of existing resources
- Ensure that all equipment and resources are stored appropriately to meet policy and COSHH requirements
- Attend training events to maintain current levels of competency of the safe use of equipment and resources
- Ensure that any concerns or contradictions in the use of equipment are reported immediately to the Housekeeping Supervisor
- Ensure work schedules/work sheets are adhered to

Key work relationships

- Liaise with all levels, internal and external across the College

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require
- To support the development of the Coffee Shop and Catering functions as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.