

JOB DESCRIPTION HOUSEKEEPING STAFF

To carry out the following and undertake responsibilities associated with Domestic/Housekeeping:

DAILY

- The effective and efficient cleaning of the school premises
- Clean classrooms, wipe down tables, desks and white boards
- Clean offices
- Clean toilets, urinals and showers cubicles including tiled walls
- Clean sinks and taps
- Vacuum carpets and upholstery
- Clean and mop floors in kitchens and toilets
- Clean door glass panels
- Dust cabinets
- Assist in the Dining Room with lunch service (clear up plates, glasses, tables, floors and rubbish)
- Carry out any special duty requested by line and Assistant managers
- Assist with the set-up of Events in Theatre, Auditorium or any other area in the school
- Reporting any breakage (lights, chairs, blinds, etc.)
- Turn off lights, pull up blinds and close windows before leaving

WEEKLY (As necessary and possible)

- Damp-wipe skirting boards
- Dust lamp shades
- Clean door frames
- Dust picture frames and clean the picture glass
- Dust ceiling and vacuum extraction fans and wipe the area around grills
- Descale water fountains
- Damp-wipe and polish high-level shelves, walls and ceilings
- Wet-wipe windows, ledges and sills
- Polish other fixtures and fittings, including skirting, radiators, pipes, fire extinguishers and any other surface within reach
- Clean and mop lino floors
- Always adhere to all company policies and procedures

PERIODICALLY (As agreed)

- Spot clean carpets
- Steam clean toilets, floors, urinals and shower cubicles
- Descale shower heads and kettles
- Polish wooden floors and lino vinyl flooring
- Remove chewing gum from floors and surfaces
- Polish silver trophies for end of term assemblies
- Clean chairs

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all the Health & Safety Regulations. I understand that this Job Description is not an exhaustive list and I agree to help in any other department when required and undertake any reasonable requests made by management.

Employee Name..... Signature.....