



Job Description

Job Title:	Scout (Cleaner and General Assistant)
Accountable to:	Head Housekeeper
Hours:	Full-time, 35 hours per week worked over any 5 days out of 7
Salary:	£13.45 per hour

Overview of the role

Working as part of the busy Housekeeping team, Scouts are responsible for carrying out a range of cleaning duties. Areas to be covered include student and guest accommodation, offices, workrooms, libraries and public areas.

Main Duties and Responsibilities

- Keep the College grounds free of litter and leaves
- Remove rubbish and recycle items where appropriate
- Keep the bin areas tidy and clear of all rubbish; check for, and remove, anything that has not been disposed of correctly
- Maintain building entrances, glass and doors to the required standard
- Assist with the delivery of cleaning supplies for Scouts, when required
- Move furniture as required
- Assist with used linen collections, put away and deliver clean linen to houses (for conferences)
- Clean floors and carpets when required
- Provide cover when other members of the Housekeeping team are absent (e.g. holiday etc.)
- Maintain allocated areas in a clean, hygienic and safe condition. These areas may include student bedrooms, bathrooms, kitchens, toilets, shower areas, corridors, offices, libraries and other educational centres
- Ensure safe use of cleaning equipment and materials, in accordance with COSHH regulations for which training will be provided
- Report to the Housekeeping Manager or Maintenance Manager any defects, damage or health and safety issues in the areas where you work
- Use equipment and cleaning materials in a safe manner and in accordance with manufacturers' instructions