

Post: Housekeeping Assistant - Casual

Responsible To: Domestic Team Leader

JOB DESCRIPTION

Purpose of Job: To undertake a range of domestic duties throughout the College Campus and contribute to a high quality and responsive service.

Main Duties and Responsibilities

- Undertake all domestic duties as directed by the Domestic Team Leader
- Participate in maintaining physical security of College buildings and contents
- Inform the Domestic Team Leader of any faults or malfunctions in any equipment or machinery
- Undertake any other duties that the Domestic Team Leader considers necessary to ensure the delivery of a high quality responsive service

Key Contacts and Relationships

- Senior Management & staff in College
- Conference & Training delegates
- Students
- Visitors and other customers

CONDITIONS OF SERVICE

Post Title: Housekeeping Assistant - Casual
Location: Newbattle Abbey College
Hours: Shift working - early mornings/evenings and weekends
Remuneration: £10.90 per hour plus holiday pay
Reporting to: Domestic Team Leader
Closing date: Ongoing

Person Specification
Knowledge, Skills and Experience needed for Job

Education and Qualifications	
Essential <ul style="list-style-type: none"> No formal qualifications are required 	Desirable <ul style="list-style-type: none">
Experience and Knowledge	
Essential <ul style="list-style-type: none"> 	Desirable <ul style="list-style-type: none"> Good knowledge and practical experience of cleaning services Awareness of health & safety requirements
Skills and Ability	
Essential <ul style="list-style-type: none"> Good communication skills Ability to get on well with staff, students and members of the public Ability to be adaptable 	Desirable <ul style="list-style-type: none">