### Duties and Responsibilities

**At all times:**

- **Bathrooms/showers and toilets** – to be cleaned daily. Replenish toilet rolls, towels, soap dispensers and hand towels when necessary.
- **Kitchens** – to be cleaned daily. All hard surfaces to be wiped down, including tiles and cooker. Empty bins.
- **Hallways and stairs** – to be cleaned at least twice weekly. Keep paintwork on doors and banisters clean.
- Replace light bulbs where accessible.
- Other rooms as instructed.

**During term-time:**

- **Study bedrooms** – these are to be cleaned once a week, and will include vacuum carpet, clean washbasin and mirrors, polish and dust furniture, empty waste bins.

**During the vacation:**

- Deep-clean rooms if time allows before the conference season starts, or during the season if rooms are empty. Wash paintwork, wash and polish furniture, empty drawers and
cupboards of any paper and wipe with a damp cloth. Clean the inside of accessible windows. Remove all cobwebs. Clean light fittings.

*During the conference season:*

- Clean rooms, make beds and supply towel, soap, and tea/coffee on a daily basis where specified.
- Empty waste and/or recycling bins daily.
- Vacuum all public areas daily.
- Assist with laundry as required.

*At all times:*

- Undertake other duties of a similar nature as required.

*The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.*

**Person Specification**

The ideal candidate must have:

- A flexible approach to duties
- Ability to work in diverse environments
- Good customer care skills
- Ability to work on own initiative
- Ability to work effectively as part of a team
- Good attention to detail

*Updated January 2023*