



Sunninghill
PREP SCHOOL DORCHESTER

JOB DESCRIPTION

Housekeeper

Housekeepers are required to undertake the following duties as directed by the Housekeeping Supervisor, using the prescribed methods and frequencies in line with the requirements of the cleaning specification

1. Job Purpose

To provide Housekeeping services at Sunninghill Prep School.

2. Main duties and responsibilities

- To clean and maintain areas of Sunninghill Prep School which have been designated as his/her responsibility, either internal or external, to a high standard as set out by the Housekeeping Supervisor.
- Inform the Housekeeping Supervisor of all Housekeeping products required to enable you to carry out your duties.
- Handle all Housekeeping products safely in accordance with current COSHH regulations.
- To be aware of the Health and Safety requirements as they relate to the School
- To inform the Housekeeping Supervisor of any Housekeeping equipment defects and any Health & Safety risks noted around the school.
- Attend mandatory training when requested.
- Carry out any other reasonable tasks requested by the Housekeeping Supervisor which are within your capabilities.

Resources

Be responsible for the care and day-to-day maintenance of equipment, tools and clothing allocated to you.

These details do not have contractual effect and are subject to change as the Bursar/ Headmaster may reasonably direct.