



Role Profile

Job Title

Housekeeper Supervisor

Salary range

Contract

Permanent

Main location

Portland College

Hours and basis

Variable

Reports to

Domestic Supervisor

Date of issue

Oct 2022

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the estates and Health & Safety teams in the provision of functional, safe and secure housekeeping facilities.

What you will be doing

Cleanliness

- Ensure the Essential Standards of Quality and Safety are promoted at all times to meet CQC regulations
- Thoroughly and routinely clean appropriate areas to a high standard using the correct equipment, practice and procedures
- Be familiar and comply with the required care standards governing your job role
- Ensure that clean uniforms are worn at the start of each shift and all personal belongings are kept in the lockers provided, at all times
- Ensure that appropriate equipment is used and make best use of existing resources
- Ensure that all equipment and resources are stored appropriately to meet policy and COSHH requirements
- Attend training events to maintain current levels of competency of the safe use of equipment and resources
- Ensure that any concerns or contradictions in the use of equipment are reported immediately to the Housekeeping Supervisor
- Ensure work schedules/work sheets are adhered to

Health & Safety

- To report any damage to Facilities or Health & Safety concerns via the Estates Team Helpdesk immediately
- Adhere to the Portland College disposal of waste in the infection control policy
- Keep your cleaning area and space clean and tidy at all times and your cleaning materials safely stored
- Ensure correct personal protective equipment is worn at all appropriate times

Line Management /Supervisory duties

- Monitor reports of accidents or spillages and organise Housekeeping support in response, including any requests / requirement for 'deep clean' services
- Manage and approve absence cover within the team to ensure that all areas are covered sufficiently
- Ordering, stock management and approve supplier invoices for consumables used by the team
- Team performance reviews and monitor training completion
- Maintain COSHH documents in accordance with legislative requirements as directed by the Estates and Facilities Manager.

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- Ensure all legionella tasks are completed and documentation up to date
- Maintain and organise equipment servicing
- Liaise with external providers for waste and hygiene services
- Provide general support to the team i.e. weekly team meetings, and as necessary
- Act as 'first point of call to the housekeeping team
- Completion of infection control audits as necessary and report all findings to the relevant staff

Other

- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties
- Be responsible for a set of master keys for designated areas around the College and ensure they are safely signed in/out when in use
- Maintain polite and good communication with colleagues and learners/citizens at all times
- Such other duties as the management may from time to time reasonably require

The above role profile is subject to periodic update due to legislative, regulatory or technology changes.

Key results we want to see from this role (Direction and Pressure of Work)

- Provide an efficient and comprehensive housekeeping service
- Ensure all areas of the campus are pleasant, safe, welcoming and a clean environment is provided for students, staff and visitors
- Prioritise workload on a daily basis

Dimensions of the role (Managerial & supervisory and accountability)

- Direct supervisory line management of a team of circa. 10 colleagues and responsibility for delivery for non-pay budget expenditure.
- Responsibility to ensure all Health & Safety and Safeguarding requirements adhered to at all times

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day to day duties as Housekeeping tasks are performed.
- May interact with Learners and citizens as part of everyday tasks.

Working Environment and working patterns

- In the main indoor environment as required by task, but can include some elements of outdoor working.
- Environment can be uncomfortable dependent on task, but all necessary PPE provided.
- Shift patterns as necessary

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular



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review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.