

PEMBROKE JOB DESCRIPTION

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Job Title:	Scout	Date:	September 2026
Department/Section:	Housekeeping		
Reports to:	Housekeeping Manager		

Purpose of Job:

To maintain the college's high standard of cleanliness and hygiene for the designated area which includes rooms and communal areas.

Major Tasks/Duties:

1. Cleaning designated rooms on a daily basis, which includes vacuuming carpets, cleaning hand-basins, cleaning windows and mirrors, dusting furniture, removal of rubbish, mopping non-carpeted areas and, if appropriate, cleaning showers, baths and toilets.
2. Cleaning designated communal areas on a daily basis, which includes kitchens, bathrooms, toilets, stairways and corridors. The level of cleaning as in 1. above.
3. Deep-cleaning of designated rooms and communal areas at the end of term, and prior to, and at the end of, conferences as appropriate.
4. Reporting any maintenance faults to the Head Scout or Porter's Lodge as appropriate.
5. Other duties which the Housekeeping Manager, Director of Operations or Governing Body may reasonably require.

Education, Skills & Experience

Education: No formal education required.

Experience: No prior experience required. However, it is desirable to have at least one year's cleaning experience, especially as a Scout.

Training: Three months on-the-job training.

Resources Controlled

Employees in Total: None **Reporting Directly:** None

Income/Expenditure: Cleaning materials

Assets: Cleaning equipment

Contacts

Outside College: None

Inside College: Porters
 Students and guests
 Maintenance personnel

Decision Making Authority:

1. Decision-making normally limited to following set routines.
2. Deciding if defects/damages should be reported.

Working Conditions/Hazards:

Principal hazards and risks to health are those normally encountered in domestic housework.