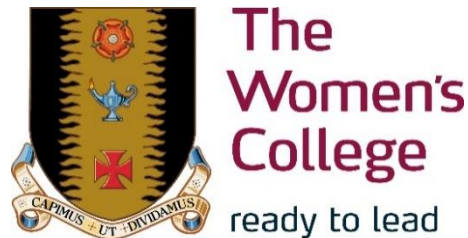


Position Description



Position Title:	Housekeeper
Type:	Casual
Date:	July 2025
Reporting To:	Executive Housekeeper
Direct Reports:	Nil

Position Objective

The Housekeeper, under the guidance, direction and leadership of the Executive Housekeeper has responsibility for the cleanliness of all the College facilities and for maintaining the College's high standard of care and good reputation.

Position requirements

The Housekeeper will:

- Assist in the delivery of a clean College environment for residents and guests to the highest standards
- Adhere to the set standards for the internal cleanliness and presentation of the College
- Be professionally presented, punctual, organised, trustworthy and have an attention to detail.
- Have a willingness to take initiative and make decisions when required to do so, while being able to follow reasonable requests and direction from their supervisor.
- Demonstrate a visible and active commitment to: personal well-being; compliance with workplace policies and procedures for risk identification, risk assessment and risk control; continuously improving The Women's College health, safety and environmental performance; and activities associated with the management of workplace health and safety.
- Uphold the Mission, Vision and Values of the College and maintain a commitment to the College Code of Conduct at all times.
- Adhere to the processes and procedures set out in the HR Handbook

Competencies required

The following competencies are required for this position:

- Prior experience in commercial cleaning in a residential/accommodation environment

Key responsibilities / Performance measures

Cleaning

- Adhere to set standards for all work procedures and time frames which ensure a consistently high-quality environment (e.g. Daily, weekly, monthly and annual)
- Assist in the stocktake/audit process for cleaning product, equipment and linen supplies
- Conduct all cleaning activities as directed by the Housekeeper
- Adhere to the College cleaning schedules and shift procedures
- Adhere to the College's standards for sustainability and reduction of waste
- Follow all approved work procedures, cleaning methods, etc completing tasks within reasonable time frames

Safety

- Adhere to the high standards of hygiene, cleanliness and safety throughout the College fulfilling all legislative requirements for Workplace Health and Safety and College set procedures
- Follow all set procedures for the safe operation of all equipment and care of equipment
- Follow set systems for all incidents and safety breaches to be recorded and reported.

General

- Identifying any defective elements to be repaired in accordance with the College procedures
- Treating all staff, residents and guests in a professional, friendly and respectful manner

Key business relationships

- College residents, staff and guests

Authority Level / Budget

- nil

Other relevant facts about the position

- This role may include working some weekend hours.