



<b>Job Title:</b> <b>Housekeeping Staff</b>	<b>Reports to:</b> <b>Operations Supervisor</b>
<b>Location:</b> <b>Griffith Halls of Residence</b>	<b>Job type:</b> <b>6 months fixed term contract</b> <b>20 hours per week</b>

**Job Summary:**

The role of housekeeping staff is to maintain a clean, safe and comfortable environment for staff and students.

**Job Responsibilities:**

- Adhering to all Health & Safety guidelines set out in the service and removing any risks identified such as trip hazards
- The vacuuming of rooms, corridors and emptying all waste bins
- Cleaning the glass and mirrors
- Sweeping and mopping floor surfaces
- Cleaning the bathrooms and toilets
- Cleaning all common areas
- Ensure that rooms are odour free
- Report anything in need of repair or replacement to the appropriate person
- Keep your cleaning area and space clean and tidy at all time and your cleaning materials safely stored
- Maintain polite communication with staff at all times
- Promote a friendly and welcoming atmosphere for staff in the service
- Any other duties that fall within the employee’s capabilities
- Occasional use of ladder, bending, stooping and lifting are required

**Minimum Education/ Experience Requirements:**

- Relevant experience in a similar role
- Ability to work with minimum supervision
- Good interpersonal skills
- Honest & Reliable
- Motivated person
- Attention to Detail
- Must be legally entitled to work in Ireland for any employer
- Any other commensurate duties that fall within the employee’s capabilities.



## GRIFFITH COLLEGE

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- \*Dublin campus on South Circular Road.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected*