# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>COMMERCIAL SERVICES</th>
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<tbody>
<tr>
<td>TEAM:</td>
<td>RESIDENTIAL SERVICES</td>
</tr>
<tr>
<td>ROLE TITLE:</td>
<td>PORTER</td>
</tr>
<tr>
<td>ESTABLISHED GRADE:</td>
<td>RHUL3</td>
</tr>
<tr>
<td>RESPONSIBLE TO:</td>
<td>HOUSEKEEPER</td>
</tr>
<tr>
<td>RESPONSIBLE FOR:</td>
<td>NONE</td>
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</tbody>
</table>

## MAIN PURPOSE OF THE POST

The post holder is to work as part of the residential team.

## MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities include:

a) Sweeping of the surrounding areas of the Halls of Residence as per the established schedule, standards and procedures.

b) Occasional sweeping of path and roadsides.

c) Removing rubbish and litter as per the established schedule.

d) Handyperson duties, such as light bulb changing and toilet seat replacement, as agreed with the Estate Services Division.

e) To carry out regular Fire Safety Checks in Residential buildings, as per the procedures.

f) Assisting the Housekeeper with checks of student study bedrooms

g) Assisting the Housekeeping team with movement of linen and cleaning material trolleys, deliveries, etc.

h) Moving furniture, equipment, stores items as required.
i) Maintaining the appearance, posting and removal of notices to notice boards and the posting and removal of notices from other locations as per established standards and procedures.

j) To cover for holidays and sickness absence at other sites as directed.

k) To attend training and assist in the training of other staff.

l) To participate in daily/weekly/monthly meetings and briefings as required.

m) To deal sympathetically, professionally and promptly with all complaints as per the established complaints procedure.

n) To comply with health and safety regulations and safe systems of work, taking remedial action as necessary.

o) To report any defects on site to Housekeeper and to follow up that action has been taken.

p) Any further duties which may reasonably be required from time to time commensurate with the grade.

As the needs of the College change so the above profile, duties and location of the role within the College will be adjusted accordingly.