

Job Description of Full-time Operative II (Domestic)

Title: Operative II (Domestic)

Reporting directly to: Principal Officer (Estate)

Job Summary

The housekeeping staff team as a whole are responsible for maintaining high standards of cleanliness and maintaining a safe environment throughout the Archbishop's Seminary Campus. Housekeeping staff are expected to clean in accordance with the established frequency and standards.

The work is regularly monitored, and spot checks are carried out to ensure that the cleaning is performed to high standards of cleanliness.

Overall

1. Responsible for cleaning designated places (which may vary) within the Archbishop's Seminary campus, as assigned by the immediate supervisor.
2. To use cleaning materials as instructed.
3. To vacuum all carpeted areas and to wash or mop the floors.
4. To sweep and wash all the uncarpeted floors, including staircases, thoroughly after school hours in the afternoon.
5. To remove and collect waste and clean bins from classrooms, offices, and outdoor spaces in the designated areas.
6. To attend to cleaning requests that require immediate attention and carry out spot cleaning of spillages.
7. To dust, wash and sanitize carefully with clean dusters/cloths, desks, seats, ledges, skirting boards and other places where dust builds up.
8. To regularly clean and sanitize toilets, toilet areas and the replenishment of toiletries, soaps, tissues, sanitisers etc.
9. Cleans guest's bathroom/bedroom/dormitories/floors and corridors within the premises.
10. To clean internal and external apertures.
11. To carry out periodic cleaning of all internal surfaces, windows etc. as directed.
12. To clean surfaces, plates/glasses etc of kitchens, boardrooms, staffrooms, rooms and meeting rooms.
13. To stock classrooms, kitchens, boardrooms, staffrooms, rooms, dormitories and meeting rooms as needed and on a regular basis.
14. To report promptly to the Estate Officer repairs, safety hazards and replacements encountered when executing daily tasks.
15. Checking and closing all windows, doors, switching off lights in the designated areas daily at the end of each working day.
16. Perform spring cleaning duties as required.
17. Carry out such other duties as may be allocated from time to time.

18. To observe all health and safety measures as established by the school's / premises policies and as instructed by management.

Requirements

Working experience as a cleaner will be an asset.
Ideally have knowledge of cleaning chemicals and their use.
Ability to handle cleaning equipment and machinery.
Integrity and honesty

Conditions of Work

This role is on a full-time basis. The normal hours are as follows:
from 7:00 am to 3:45 pm between 16th September and 30th June (including 15 minutes break at 9:00 am and 30 minutes break at 12.00 pm) and
from 7:00 am to 1:00 pm (including 15 minutes break at 9:00 am) between 1st July and 15th September.
And flexible hours when necessary

The present salary attached to the post is Scale 19/1 which in 2025, is €14,089 per annum, rising to a maximum of scale 17/7 which in 2025 is €17,061.