



**Village Accommodation Assistant – Temporary Contract
Campus Life Services, University of Limerick**

Job Description

The overall role

The primary role of the Village Accommodation Assistant is clean the apartments and houses on campus and creating a welcoming environment to all Village guests.

Applicants should:

- Have a friendly and welcoming personality
- Have excellent communication skills
- Be able to demonstrate very good team work and demonstrate initiative to work on their own
- Have a high level of attention to detail and the ability to multi task
- Have a willingness to learn, use own initiative & ability to adapt to different situations
- Be self-motivated
- **Be available for weekend work**

Main Activities:

1. To undertake all training as required
2. To follow the companies health & safety guidelines, as per induction training
3. To carry out any other tasks as directed by the manager / assistant manager / team leader / supervisor
4. To carry out cleaning requirements as allocated during the working shift to the standards outlined in your training
5. To be familiar with Campus Life Services cleaning processes and cleaning equipment
6. To greet customers you meet in the village in a positive and friendly manner
7. To be aware of a guests presence and belongings while cleaning their room and apartment/house
8. To understand operational issues in the village e.g. how to work the oven, how to work the heating
9. To log maintenance/repair issues with reception when you notice them in the accommodation
10. To communicate efficiently with the accommodation supervisor and reception team so that they know what rooms are ready for check in
11. To keep the trollies well stocked and clean at all times
12. Carry out inventory checks and restocking correctly and with attention to detail to ensure that all items are present and clean
13. To be flexible in relation to shifts and days available for work
14. Be available to work in any 7 of the campus residences, including moving villages mid-day



15. To be a positive, supportive and active team member
16. Be presentable and well-groomed and adhere to uniform guidelines