Job Description

Job title: Domestic Porter
Department: Housekeeping
Reporting to: Head of Housekeeping & Housekeeping Supervisors
Location: Jesus College, Cambridge
Hours: 7am to 2pm (6.5 hours per day with one-hour unpaid lunch break), Monday to Friday – 32.5 hours per week
Salary: £22,425 per annum (pro-rata)

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Main Purpose of the Job

To undertake domestic duties under the supervision of a Housekeeping Supervisor within the College premises to ensure high standards of care in accordance with cleaning specifications and current Health and Safety Legislation.

Qualifications and/or Experience

Applicants should be reliable and conscientious, in good health and can maintain a high standard of cleanliness.

Main Responsibilities of the Job

The Housekeeping service provided at Jesus College is based on a specification of procedures and standards. The key tasks and responsibilities of the post are:

- To ensure when required that all areas of the College are cleaned on a regular basis – common areas, including (but not limited to) the Main Hall/stairs/landings, Upper hall, Pavilion, Chapel, College Bar/Coleridge room, weights gym, CV gym, West Court halls and function rooms, maintenance workshop, boat house, Graduate room, Alcock and Cranmer room.
- Cleaning Operation – Duties and Responsibilities include: Cleaning, washing, sweeping, vacuuming, polishing, dusting and emptying litter bins.
- Removing/reinstating furniture in rooms within College and the outside properties.
- Sweeping and high dusting in and around all courts within College on a weekly basis.
- Sweeping paths and clearing walkway gutters routinely.
- Hanging/rehanging of curtains.
- Cleaning of floor coverings, upholstery and soft furnishings when necessary.
- Changing of light bulbs.
- Assist with refuge collection from wheelie bins located in college gardens and grounds.
• Delivery of linen supplies to various locations around college and sorting and counting of dirty linen, filling in relevant paperwork for collection by laundry company.
• To ensure that all resources are managed effectively, including cleaning equipment and materials.
• To abide by safe methods of working, including use of equipment and cleaning materials.
• To ensure methods of work comply with Health & Safety legislation.
• All housekeeping staff comply with a duty of care to themselves and others.
• To report all maintenance problems, broken or damaged furniture and damage to property to their supervisor.
• To be conversant with the operation and maintenance of domestic cleaning and maintenance equipment.
• To be observant and vigilant and to report unusual activities or absences by any member of the College to their Supervisor.

In addition, all Domestic Porters must be capable of:

• Liaising politely and effectively between customers and management.
• Understanding and following cleaning schedules and instructions.
• Always Operating to formal work practices and procedures.
• Always Operating to formal Health and Safety Procedures.
• Participating in on-going personal development
• Contributing to on-going service development.
• Prioritising workloads to ensure that all duties are fulfilled within each working day.
• Assisting with Lifting and moving of furniture as and when required.

Special Conditions of Service:

• Holidays must be taken in agreement with the Supervisor, considering the: holiday rota for the housekeeping department.
• Where a uniform and identification are provided this must be worn.
• Protective clothing including rubber gloves and footwear must be always worn to comply with Health and Safety Regulations.
• A full driving licence is required.

Benefits

• Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
• Membership of a healthcare cash plan – Medicash.
• Free daily staff lunch when in College.
• Access to a range of family friendly policies and welfare support services, including maternity coaching.
• Possible non-contractual bonus payment.
• Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events.
• Cycle to work scheme.
• Use of the College Gym, Tennis courts and Library.
• 33 days holiday (including bank holidays).
• Generous sick leave allowance.
• Free parking on site (subject to availability).

Probation period

The appointment will be subject to an initial probationary period of 3 months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

Equal Opportunities and Data Protection

The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK. In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies

Completed forms must arrive by the closing date. Please send completed forms to HR Department at jobs@jesus.cam.ac.uk.