JOB DESCRIPTION:

JOB TITLE: Cleaner

COLLEGE / LOCATION: Jesus College

DEPARTMENT: Housekeeping

REPORTS TO: Housekeeping Supervisor

CUSTOMERS: Fellows
Students
Staff
Members of the public

MAIN PURPOSE OF JOB:

- To undertake internal cleaning 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.

RESPONSIBILITIES:

The Housekeeping service provided at Jesus College is based on a specification of procedures and standards. These are designed to ensure that:

- All student accommodations are cleaned on a regular basis as well as common areas including toilets, bathrooms, and kitchens
- Fellows’ rooms are cleaned daily, using specifications provided by the Housekeeping Supervisor
- Fellows bedding and linen is changed weekly
- Rooms used for conference guests are cleaned daily
- All resources are managed effectively, including cleaning equipment and materials
- There are safe methods of working, including use of equipment and cleaning materials
- All procedures and methods of work comply with Health & Safety legislation
- All housekeeping staff comply with duty of care to themselves and others
- Staff report all maintenance problems, broken or damaged furniture and damage to property to their Supervisor
- Housekeeping staff are expected to be observant and vigilant and to report unusual activities or absences by any member of the College to their Supervisor
SPECIFIC RESPONSIBILITIES AND ACTIVITIES:

Core Cleaning Operation - Duties and Responsibilities include:
- Cleaning, washing, sweeping, polishing, dusting, and emptying litter bins
- Changing linen as required
- Sanitary hygiene provision, but excluding removal and replacement of sanitary materials
- Being conversant with the operation and maintenance of domestic cleaning and maintenance equipment

In addition, all cleaners must be capable of:
- Liaising politely and effectively between customers and management
- Understanding and following cleaning schedules and instructions
- Operating to formal work practices and procedures at all times
- Operating to formal Health and Safety Procedures at all times
- Participating in ongoing personal development
- Contributing to ongoing service development

Special Operations & Periodical Cleaning:
- Spring cleaning of rooms and houses - as directed by the Housekeeper or Supervisor
- Detailed cleaning of parts of rooms, as required, to remove marks or stains

Areas of work include:
- Students and fellows’ rooms (as directed)
- Student houses
- Stairways and other common areas
- Kitchens and bathrooms
- Toilets and associated facilities

ADDITIONAL RESPONSIBILITIES:

To report any obvious problems to their Supervisor such as:
- Defects or faults in heating or hot water supplies
- Any defects or damage to property, furniture, and furnishings
- Any unusual activities or events
- Any prolonged absences of students or Fellows from their rooms

Special Conditions of Service:
- Holidays must be taken in agreement with the Supervisor, taking into account the holiday rota for the Housekeeping department
- Uniform and identification, to be worn at all times during working hours, will be provided
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<tr>
<th><strong>Jesus College Person Specification</strong></th>
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<td><strong>Job Title: Cleaner</strong></td>
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### Department / Location
Housekeeping

### Qualifications/Academic achievements required to do the job:

#### Desirable:
- NVQ in cleaning
- COSHH training
- Health and safety awareness
- Manual handling training

### Experience:

#### Essential:
- Experience in cleaning to a high standard with an eye for detail

#### Desirable:
- Cleaning guest accommodation preferably working in a college environment
- Working as a cleaner

### Special aptitudes required (e.g., presentation skills, ability to work unsupervised)

#### Essential:
- Being able to work as part of a team and individually as and when necessary
- Ability to work unsupervised
- To be able to manage time well and meet strict deadlines
- Ability to communicate with other members of the team
- To be able to adapt to different areas within the College environment

### Personal disposition: (e.g., personality, dependability)

#### Essential:
- Reliable
- Trustworthy
- Ability to follow instructions
- Flexibility
- Punctual
- Show initiative

### Circumstances – any special conditions that apply (e.g., requires a driving licence, able to work weekends)

#### Essential:
- Able to work occasional weekends