JOB DESCRIPTION

Job title: Housekeeping Supervisor
Department: Housekeeping
Reporting to: Housekeeping Manager
Staff responsible for: Supervision of Cleaning Staff
Location: Jesus College, Cambridge
Hours: Full-time, 37.5 hours per week
Salary: £24,731

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

MAIN PURPOSE OF THE JOB:
To assist and support the Housekeeping Manager and Housekeeping Supervisors with the supervision of the housekeeping team to ensure a high degree of cleanliness and hygiene in all areas of the College.

Key Tasks and Responsibilities

- The daily supervision and motivation of Cleaners and Housekeeping Porters (to include checks/inspections of areas) to ensure work has been completed to a high standard and in line with the service level agreement
- Ensuring all Cleaners and Housekeeping Porters complete their tasks, and all areas are cleaned to the standards, and at the frequencies specified by the Housekeeping Manager
- To support the other Housekeeping Supervisors in times of absence during busy periods and to Assist the Housekeeping Manager in providing cover for absent staff
- To assist the Housekeeping Manager and Housekeeping Supervisors to undertake preparation and deep cleaning of rooms ready for and during conference
- To ensure that our restroom facilities throughout College are cleaned and maintained to a high standard throughout the day
- To operate the KX booking system as well as the College Intranet & Internet systems to have full information about room and function room bookings
- To be able to organise and plan rotas on a day-to-day basis
- Responsible for ensuring resources, cleaning materials and equipment are used safely and effectively
- To report security and maintenance issues and damage to College property to the Housekeeping Manager
- To contribute to the continuous improvement and development of the Housekeeping Department and service
- To undertake other duties and responsibilities as requested by the Housekeeping Manager, this may include weekend working during busy periods
Health and Safety

- Ensure that all Health and Safety and security regulations are adhered to at all times. This includes the fire procedures, manual handling and COSHH regulations. All of which the post holder will receive training on.
- Reporting any faults or infringements of these procedures or act immediately where appropriate to correct them. The post-holder has a duty to carry out work so that they do not put themselves or others at risk, creating a safer working environment for everyone.

Mental, Visual or Physical Strain/Exposure to Occupational Hazards

- Potential for moderate physical strain (as normal for the job role) whilst overseeing and carrying out housekeeping work across the College site
- Potential for exposure to the chemical hazards from cleaning materials, and therefore essential to comply with COSHH and all Health & Safety policies and procedures

Training and Continuous Professional Development

- Jesus College is committed to the training and continuous professional development and opportunity for in-role mentoring of staff. The post-holder will be provided with the relevant statutory training required to carry out the role safely and further training requirements will be discussed.

Practical Requirements

- The contracted hours of work will be 37.5 hours per week, generally worked Monday to Friday between the hours of 8:30am and 4:30pm with a 30-minute lunch break. The post holder will be required to work a rotational 1 weekend in 4.
- The post-holder may be required to work additional hours, including evenings/ weekends and/or public holidays, when authorised and necessitated by the needs of the College.
- The post-holder will need to be flexible with the hours of work and may need to work early mornings to cover any absences of the Housekeeping Manager
Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- 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 three 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 12 Midday on Friday 6 January 2023. Please send completed forms to Angela Abbott jobs@jesus.cam.ac.uk.