Job Description

Job title: Housekeeping Assistant (Early Morning cleaner)
Department: Housekeeping
Reporting to: Housekeeping Manager and Deputy Housekeeping Manager
Hours: Total 25hrs per week, times 5.30am-10.30am
Holidays: 25 days annual leave, plus 8 bank holidays (pro rata for part-time working) necessary to work public holidays, in which case a day in lieu will be given.
Salary: £11.44 per hour (rising to £12 per hour from 1 April)

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.

Job Summary

To work as part of the Housekeeping team under the supervision of a Housekeeping Supervisor, providing cleaning duties (including sweeping & high dusting) within the college dining halls, conference rooms, meeting rooms, toilets and associated facilities within the College premises, to ensure high standards of care in accordance with cleaning specifications and current Health and Safety Legislation. Please note moving of heavy furniture and use of floor cleaning equipment will be required.

Key tasks and responsibilities

- Clean all student and conference guest accommodation on a regular basis as well as communal areas including toilets, bathrooms, and kitchens.
- Clean Fellows’ rooms/sets, ensuring bedding and linen are changed weekly using specifications provided by the Housekeeping Supervisor.
- Manage all resources effectively and safely, including cleaning equipment and materials.
- To ensure all work conducted is done in accordance with the college safety rules and health and safety legislation/environment standards.
- Complete all training online or in person as required by the college.
- Assist other members of the housekeeping team if required.
- Report all furniture and equipment damage replacement to the supervisor.
- Immediately report any electrical, plumbing or carpentry maintenance requirements to the supervisor.
- Monitor and report any carpet cleaning requirements to the supervisor.
- Be observant and vigilant and to report unusual activities or absences by any member of the College to the Supervisor.
Specific Responsibilities

- Cleaning, washing, sweeping, polishing, dusting, and emptying litter bins.
- Changing linen as required.

Special Operations & Periodical Cleaning:

- Spring cleaning of rooms and houses (as directed by the supervisor).
- Detailed cleaning of parts of rooms, as required, to remove marks or stains.

In addition, all cleaners 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.

Special Conditions of Service:

- Holidays must be taken in agreement with the Supervisor, considering the holiday rota for the housekeeping department.
- Uniform (will be provided) and to be always worn during working hours.
- Working pattern will be on a 5 in 7-day basis, working 2 weekend days a month, for time off in lieu or overtime (to be negotiated).

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.

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.
- 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
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 the HR Department at jobs@jesus.cam.ac.uk.