



JESUS COLLEGE CAMBRIDGE

Job Description

Job title:	Housekeeping Assistants (West Court – Permanent Weekend Staff)
Department:	Housekeeping
Reporting to:	Housekeeping Supervisor, Head of Housekeeping
Location:	Jesus College and surrounding properties
Hours:	5 hour shifts: 6:00am - 11:00am or 9:30am – 14:30pm
Holidays:	25 days annual leave, plus 8 bank holiday (pro rata). On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary:	£14.31 per hour

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 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.

Key Tasks and Responsibilities

- The Housekeeping service provided at Jesus College is based on a specification of procedures and standards. These are designed to ensure that:
- All West Court accommodation is cleaned on a regular basis as well as common areas including toilets, bathrooms, kitchens, meeting rooms and dining halls.
- 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

The range of duties include;

- 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

Special Conditions of Service:

- Holidays must be taken in agreement with the Supervisor, taking into account the holiday rota for the Housekeeping department.
- Uniform (will be provided) and identification, to be worn at all times during working hours.

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

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