



Job Description

Job title:	Housekeeping Supervisor
Department:	Housekeeping
Outline:	To act as a Shift Leader/Supervisor within the team. To ensure that the conference bedrooms are ready for occupation and to the standard required. To assist with the distribution of the conference and house linen. To assist with the storage of student belongings during the vacation in line with current College policy. To order, control, and distribute chemicals. To take on cleaning duties when necessary.
Reporting to:	Deputy Accommodation Manager/Accommodation Manager
Supervises:	Cleaners under the direct management of the Accommodation Manager or their deputy.
Hours:	As necessary to discharge the duties of the post, an average of 37.5 hours per week, any 5 out of 7 days (7.30am-3.30pm each day).
Salary and Salary Band:	£16,400 - £18,433 (Band 7)

Main duties and responsibilities:

- To check that all bedrooms are ready for occupation; to the standard required; and cleaning staff duties are performed effectively.
- Ensure preparation and cleaning of conference bedrooms and public rooms to a good hotel standard.
- Assist the Accommodation Manager in establishing, training and maintaining service level agreements with all cleaning staff
- Inspect all bedrooms on a termly basis, rating and reporting against Service Level Agreement standards.
- Communicate the inspection results to team members in an appropriate and motivating manner, working towards achieving standards in all areas.
- Under the guidance of the Accommodation Manager, order and control the linen and laundry, including the sorting, counting and exchanging of conference linen.
- To distribute the house linen to the cleaning staff as necessary.
- Monitor, control and purchase cleaning materials under the guidance of the Accommodation Manager and distribute them to the cleaning staff.
- Monitor, replenish the cleaning stores on a monthly basis.
- Instruction to staff on Health & Safety issues including safe use of chemical cleaning materials.
- Assist with storage of student belongings during vacation in line with current College policy.
- To take on cleaning duties when necessary.
- Any other duties that may from time to time be required, as discussed with you by your line manager.



Person Specification

	Essential	Desirable
Qualifications	Good general education	Housekeeping NVQ
Skills, knowledge, experience	<ul style="list-style-type: none">• Experience of cleaning and housekeeping.• Supervisory or management experience• The ability to communicate with all College Fellows, staff, students and College visitors in a friendly and helpful manner.• The ability to maintain good working relationships and to communicate clearly within his or her team.• To understand the role of the Housekeeping department within the College.	Good general IT skills (Word, Excel, email)
Personal attributes	<ul style="list-style-type: none">• Adaptability and flexibility and an ability to manage a variable workload.• Able to use own initiative• Team player and the ability to work together with the other Housekeeping Supervisor• The ability to maintain good working relationships and to communicate clearly within his or her team.• Ability to communicate with all College Fellows, staff, students and College visitors in a professional manner.	

Salary and Conditions

The salary will be set between £16,400 & £18,433 pa depending on experience, which falls within Band 7

The basic hours are as necessary to discharge the duties of the post, an average of 37.5 hours per week, to be worked any 5 days in 7 each week (7.30am-3.30pm each day). The jobholder may be expected to work overtime when required.

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking. Lunch is provided when the kitchens are open.

Applications

Completed application should be delivered to the HR Manager, Murray Edwards College, Huntingdon Road, Cambridge CB3 0DF, or by email to hr@murrayedwards.cam.ac.uk,

Closing date

5.00pm on Friday 12 August 2016.