Murray Edwards College
University of Cambridge

Job Description

Job title:	Housekeeping Assistant
Department:	Housekeeping
Purpose of role:	To perform housekeeping and cleaning duties for the College accommodation and communal areas used by College students, Fellows, conferencing guests and College staff.
Line manager:	Accommodation Manager
Line manages:	N/A
Financial responsibility:	N/A
Salary Band:	Band 8
Hours:	Hours per week are specified in your contract of employment.
Working environment:	College campus and College properties

Overview of the role

To clean designated areas (i.e. student staircases, student houses and other College accommodation) during College term-time and to supply a cleaning service when conference guests are in residence (i.e. to service rooms daily, to make and change beds) during College vacations.

Housekeeping staff are required to work any five days out of seven. Days off in the working week will be on a rota/shift basis and as directed by your line manager.

Main duties and responsibilities:

During College term:

- To clean student rooms and all other areas (sitting rooms, kitchens, Stairs and landings) when students vacate the rooms
- To collect and remove daily waste
- To spring-clean rooms
- To wash walls

During College vacation:

- Daily service to include changing and making beds, cleaning rooms and all other areas

In addition, staff are required to carry out other duties as may be reasonably required within the remit of this role.

Equipment :
Cleaning materials and cleaning machinery (including floor polisher, vacuum cleaner).

Working environment:
Instructions and training are given on the use of cleaning liquids. Training provided with appropriate Manual Handling instructions for equipment and suitable protective clothing is provided.

Staff are issued with a copy of the College's Health & Safety booklet contained in the Staff Handbook. All staff are required to be aware of the College's Fire Regulations and Fire Assembly Points.

Employees are asked to adhere to the policies and procedures of the College at all times and to maintain a safe and healthy environment for students, Fellows, visitors and staff.

Person Specification

	Essential	**Desirable**
Qualifications required for the post:	No qualifications are required, although any relevant qualifications are welcomed.	
Level of skills, knowledge, experience required:	Training will be given to develop the skills and knowledge required for the role, but previous experience is a bonus.	Previous experience of cleaning and bed making
IT skills required:	None required for the role, although computer literacy helps within the context of the wider environment.	
Health and safety qualifications required:	None required. Training will be given on the knowledge and skills required in this area.	
Chemical handling qualifications required:	None required. Training will be given on the knowledge and skills required in this area.	
Language skills required:	All staff must be able to speak English to a good level. English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required.	
Personal attributes	The post-holder needs to have a strong work ethic and take pride in their work, carrying it out to a high standard. A full understanding of the role that the Housekeeping Department plays within the life of the College and the impact that it has will aid this. Good communicate skills are required so that the post-holder can build a good rapport with all College Fellows, staff, students and visitors and interact with them in a friendly and helpful manner. The person needs to develop and maintain good working relationships and communicate positively and clearly within his or her team.	