Murray Edwards College
University of Cambridge

Job Description

Job title:	**Casual Part-time Cleaner**
Department:	Housekeeping
Purpose of role:	To supply a chamber maid service (making and changing beds, daily servicing of rooms) when conferences are in residence.
Line manager:	Accommodation Manager
Line manages:	N/A
Financial responsibility:	N/A
Salary and Salary Band:	£9.00 per hour
Hours:	Casual hours: shift work including weekends when needed
Working environment:	College campus and College properties

Main duties and responsibilities

Daily service, including changing and making beds, cleaning rooms and other areas, daily collection and removal of waste.

Spring cleaning rooms and other College areas, including wall washing etc. when students vacate rooms. Other areas include the cleaning student rooms plus sittings rooms, kitchens, bathrooms/showers, wc's, stairs and landings where there are students in residence

Any 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.

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Person Specification

	Essential	Desirable
Qualifications required for the post:	No qualifications are required	Qualifications and skills preferably in a relate area of expertise
Level of skills, knowledge, experience required:	Training will be given to develop the skills and knowledge required for the role, but previous experience of cleaning and bed making are welcomed	Work experience in a similar role is a bonus.
IT skills required:		Computer literacy helps within the context of the wider environment
Health and safety qualifications required:	Training will be given on the knowledge and skills required	Experience of and qualifications in e.g. Manual Handling
Chemical handling qualifications required:	Training will be given on the knowledge and skills required in this area.	Experience of and qualifications in COSHH
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 communication skills are required to build a positive rapport with all College Fellows, staff, students and visitors. It is expected that the post-holder will interact with them in a friendly and helpful manner. Team work: the person needs to develop and maintain good working relationships and communicate positively and clearly within his or her team.	