**VACANCY:**  
**Part-Time Housekeeping Assistant (1-Year Fixed Term)**

**25-35 hours per week** (Specific working pattern to be agreed with successful candidate)

Wolfson College is one of the 31 Colleges in the University of Cambridge and is home to students of all backgrounds from the UK and around the world. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge, which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at [www.wolfson.cam.ac.uk](http://www.wolfson.cam.ac.uk)

**HOW TO APPLY**

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at [https://www.wolfson.cam.ac.uk/about-wolfson/vacancies](https://www.wolfson.cam.ac.uk/about-wolfson/vacancies)), with a covering letter setting out your suitability for this post, to arrive by 9:00am on Friday 16 December 2022, to:

HR Manager (ref. Housekeeping Assistant)  
Wolfson College  
Barton Road  
Cambridge CB3 9BB  
or by email to: jobs@wolfson.cam.ac.uk

**TERMS & CONDITIONS**

**Salary:**  
£14,217 - £19,905 depending on working hours (£10.90 per hour)

**Benefits:**  
Membership of the NOW:Pensions scheme ([www.nowpensions.com](http://www.nowpensions.com)), with employer contributions up to 13%  
Death-in-service benefit of two times salary  
Free lunch when the College kitchens are open  
Uniform  
Free on-site parking  
Use of the College Gym and Library  
Membership of a healthcare cash plan

**Hours:**  
25-35 hours per week (5 days out of 7) Mainly working Monday to Friday, weekend work is scheduled on a rota basis amongst the current Housekeeping staff.

**Holidays:**  
The pro-rata equivalent of 25 days’ holiday per year plus public holidays.  
Of the 25 days’ holiday, the College schedules 3-4 days in December for all staff when the department is closed.

*Wolfson College values diversity and is committed to equality of opportunity. Applications are welcome from everyone irrespective of age, disability, gender, gender reassignment, pregnancy, maternity/paternity, marital status or civil partnership, race, national original, sexual orientation or any other protected characteristic.*

*Wolfson College has a responsibility to ensure that all employees are eligible to live and work in the UK.*
Job Description

Term of Contract: This is a fixed term 1 year contract.

Job title Housekeeping Assistant

Responsible to The Housekeepers
The Housekeepers report to the Accommodation & Housekeeping Manager
The Domestic Bursar has overall responsibility for the Department

Job role To provide cleaning and housekeeping services to the residential and public areas of the College

Main responsibilities
• To clean students’ and visitors’ bedrooms, kitchens and bathrooms (including en-suites) and/or public areas to specified standards as set by the Housekeepers, which involves bending and some stretching. There is a certain amount of bed changing which involves pulling the beds out and pushing them in
• To let the Housekeepers know if there are any maintenance problems in the rooms
• To check rooms for damage or any misuse and report this to the Housekeepers
• To make sure that Health and Safety regulations are followed, and report any breaches to the Housekeepers
• To cover for absence due to holiday or illness
• To work occasional weekends as and when required due to the needs of the College
• To attend all training sessions and all meetings as directed by the Housekeepers
• To be familiar with and follow all the College’s policies and procedures
• To assist the Housekeepers in controlling stocks of linen and supplies to ensure minimal wastage
• To work as part of the Housekeeping team, to ensure the smooth operation of the Housekeeping department
• To complete other duties as and when required by the Housekeepers
• To act on any other reasonable request, that is in keeping with the type of work involved with your role, that is made by the management of the College

Specific responsibilities and activities
Core Cleaning Operation – duties and responsibilities include:
• Cleaning, washing, sweeping, polishing, dusting and emptying litter bins
• Changing linen as required
• Cleaning bathrooms including showers, toilets and wash basins, but excluding removal and replacement of sanitary materials
• Being conversant with the operation and maintenance of domestic cleaning 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 on-going personal development
- Contributing to on-going service development

Special Operations and Periodical Cleaning:

- Spring cleaning of rooms, communal and public areas, and houses – as directed by the Housekeepers
- Detailed cleaning of parts of rooms/areas, as required, to remove marks or stains
- To be able to cope with difficult jobs such as cleaning of bodily fluids, e.g. vomit etc. (specific cleaning kit is supplied)

Areas of work include:

- Residential rooms – Students, Visitors and Fellows (as directed)
- Student houses
- Stairways and other public areas
- Kitchens and bathrooms
- Toilets and associated facilities
- Offices

Additional responsibilities:

To report any obvious problems to the Housekeepers such as:

- Defects or faults in heating or hot water supplies
- Any defects or damage to property, furniture and furnishings
- Any unusual activities or events
- Any prolonged absences of Students or Fellows from their rooms

Special Conditions of Service:

To comply with all Health & Safety regulations and College operational procedures

The above is the general job description for the Housekeeping staff at Wolfson College.

Person Specification:  Housekeeping Assistant
## Job Description: Housekeeping Assistant

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<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications, Experience and Background</strong></td>
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<tr>
<td>• Experience and knowledge of working as a cleaner</td>
<td>• Experience of cleaning in a College or accommodation environment</td>
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<td></td>
<td>• Trained to NVQ Level 2 in Cleaning</td>
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<td></td>
<td>• Trained in Manual Handling</td>
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<td><strong>Technical Knowledge and Skills</strong></td>
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<tr>
<td>• Able to work to a high standard of cleanliness</td>
<td>• COSHH-trained and certificated</td>
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<tr>
<td>• Knowledge of and able to work with chemicals</td>
<td>• Trained to NVQ Level 2 in Cleaning</td>
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<td><strong>Personal Attributes</strong></td>
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<tr>
<td>• Able to communicate with all levels of personnel</td>
<td>• Flexible attitude to differing work patterns and a willingness to work with different colleagues</td>
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<td>• High level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)</td>
<td>• Able to work extra hours to cover absenteeism</td>
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<td>• Reliable and punctual</td>
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<td>• Trustworthy</td>
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<td>• Able to follow instructions</td>
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<td>• Flexible and shows initiative</td>
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<td><strong>Team and Management of Work Skills</strong></td>
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<td>• Able to work as part of a team as well as under own initiative</td>
<td>• To be a good ‘team player’</td>
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<td>• Able to communicate with other members of the team and the management of the College</td>
<td>• Able to adapt to different areas within the College environment</td>
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<td><strong>Other</strong></td>
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<td>• Able to work unsupervised, to manage time well and to meet strict deadlines</td>
<td>• To try to achieve high standards through personal commitment</td>
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<td>• Able to communicate orally with high level of spoken English</td>
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<td>• Able to carry out the duties of the position, which include lifting and bending, moving furniture, and other aspects of manual handling</td>
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<td>• Able to work occasional weekends</td>
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