VACANCY: Housekeeping Assistant-Porter (1-Year Fixed Term)

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. Full details of the College are available at 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), with a covering letter setting out your suitability for this post, to arrive by 9:00am on Friday 28th July 2023, to:

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

TERMS & CONDITIONS

Salary: £21,291 per annum

Benefits: Membership of the NOW:Pensions scheme (www.nowpensions.com), with employer contributions up to 13%
Death-in-service benefit of two times salary
25 days' holiday per year plus public holidays
Free lunch when the College kitchens are open
Uniform
Free on-site parking subject to availability
Use of the College Gym and Library
Membership of a healthcare cash plan

Hours: 37.5 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.

Probation: 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.

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 title: Housekeeping Assistant/Porter

Responsible to
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 (including the outside areas of the College grounds)

Main responsibilities

- To support the delivery of the housekeeping service throughout the College
- To clean public areas and students' and visitors' bedrooms when needed to specified standards as set by the Housekeeping Manager
- To let the Housekeeping Manager know if there are any maintenance problems in the areas/rooms
- To check rooms for damage or any misuse and report this to the Housekeeping Manager
- To make sure that Health and Safety regulations are followed and report any breaches to the Housekeeping Manager
- To cover for absence due to holiday or illness
- To attend all training sessions and all meetings as directed by the Housekeeping Manager
- To be familiar with and follow all the College's policies and procedures
- 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 Housekeeping Manager
- 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 Operation – duties and responsibilities include:

- High level cleaning, curtain hanging and moving of furniture and kitchen equipment
- Delivery of materials (for example linen, cleaning materials and roller towels) around the College
- Setting up public rooms for various functions
- Conversant with the operation and maintenance of cleaning equipment including carpet cleaners and floor polishing equipment and pressure washers
- Collection and appropriate disposal of rubbish and recycling materials from all areas of the College
- Cleaning of the gym and laundry area

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 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 (including internal window cleaning) as directed by the Housekeeping Manager
- 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)

**Area of work is site wide but include:**

- Residential rooms of both students and visitors
- Student houses
- Stairways and other public areas
- Kitchens and bathrooms
- Toilets and associated facilities
- Offices
- Outside areas

**Additional responsibilities:**

To report any obvious problems to the Housekeeping Manager such as:

- Any defects or damage to property, furniture and furnishings
- Any unusual activities or events

**Special Conditions of Service:**

- All leave, including Unpaid Leave, must be requested and authorised before you can consider it confirmed. The College reserves the right to refuse requests due to the business needs of the College
- Uniform and name badge must be worn where this is provided
- Protective clothing must be worn at all times to comply with Health and Safety Regulations. Uniform and protective clothing (including footwear) will be provided.
## Person Specification: Housekeeping Assistant/Porter

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