VACANCY: Part-Time Housekeeping Cleaner/Porter (1-Year Fixed Term)
2 positions available - 30 hours per week, Monday to Friday
8 hours per week, Saturday and Sunday

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. 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

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/jobs), with a covering letter setting out your suitability for this post, to arrive by 12 noon on Monday 30 July 2018, to:

Mrs Sally Cullen (ref. Housekeeping Cleaner/Porter)
Personnel Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: personnel@wolfson.cam.ac.uk

Interviews will be held during w/c 6 August 2018.

TERMS & CONDITIONS

Salary: £13,693 per annum for 30 hours, £3,652 per annum for 8 hours. Hourly rate £8.75

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

Hours: 2 positions available:
30 hours per week, Monday to Friday, 08:30 to 15:00 including half an hour lunch
8 hours per week, Saturday and Sunday, 08:30 to 12:30

Holidays: 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.
Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.

**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. Following the successful completion of the probationary period, the period of notice would be one month on either side.

**Term of Contract:** This is a fixed term 1 year contract.
Job title: Housekeeping Cleaner/Porter

Responsible to
The Housekeeper
The Housekeeper 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 (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. This to be done to specified standards as set by the Housekeepers, which involves bending and some stretching
- To let the Housekeepers know if there are any maintenance problems in the areas/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 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 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 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
- Helping with setting up public rooms for various functions
- Being conversant with the operation and maintenance of cleaning equipment including carpet cleaners and floor polishing equipment and pressure washers
- Collection of rubbish and recycling materials from all areas of the College
- Cleaning of the gym and laundry area when requested by the Housekeeper

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 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 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 Housekeepers such as:

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

Special Conditions of Service:

- Holidays must be taken in agreement with the Housekeeper, taking into account the holiday rota for the Housekeeping department
- 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, including rubber gloves, must be worn at all times to comply with Health and Safety Regulations
- Suitable footwear will be provided and must be worn.
## Person Specification: Housekeeping Cleaner/Porter

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<th>Essential</th>
<th>Desirable</th>
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### Qualifications, Experience and Background

- Experience and knowledge of working as a cleaner
- Experience of cleaning in a College or accommodation environment
- Trained to NVQ Level 2 in Cleaning
- Trained in Manual Handling

### Technical Knowledge and Skills

- Able to work to a high standard of cleanliness
- Knowledge of and able to work with chemicals
- COSHH-trained and certificated
- Trained to NVQ Level 2 in Cleaning

### Personal Attributes

- Able to communicate with all levels of personnel
- High level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)
- Reliable and punctual
- Trustworthy
- Able to follow instructions
- Flexible and shows initiative
- Flexible attitude to differing work patterns and a willingness to work with different colleagues
- Able to work extra hours to cover absenteeism

### Team and Management of Work Skills

- Able to work as part of a team as well as under own initiative
- Able to communicate with other members of the team and the management of the College
- To be a good ‘team player’
- Able to adapt to different areas within the College environment

### Other

- Able to work unsupervised, to manage time well and to meet strict deadlines
- Able to communicate orally with high level of spoken English
- Able to carry out the duties of the position, which include lifting and bending, moving furniture, and other aspects of manual handling
- Able to work occasional weekends
- To try to achieve high standards through personal commitment