SIDNEY SUSSEX COLLEGE JOB DESCRIPTION

Job Title	**Housekeeping Assistant**
Grade and Salary:	Fixed point on Band One of the Sidney Sussex College Pay Scheme pro-rata for part-time hours.
Responsible to:	Head of Housekeeping Services, Assistant Housekeeping Services Manager or Housekeeping Supervisors
Hours:	Range of hours available – full-time 37.5 hpw. Hours will be designated by the Head of Housekeeping Services, depending on the requirements of the College's operations and will be worked 5 days in 7, including working one weekend in three. The number of weekends worked may increase over the summer vacation period.
Holidays:	33 days (inclusive of Public Holidays) pro-rata for part-time hours.
Place of Work	All Sidney Sussex College owned property/sites in and around Cambridge; areas of work are designated by the line manager and may vary in and out of term time
Pension Scheme:	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

Purpose of the Job:

The role of the Housekeeping Assistant is to provide a professional, reliable and discrete cleaning service to a high standard, throughout all areas of the College and outlaying hostels.

Key Responsibilities

The responsibilities of the job will vary in and out of term time:

- Clean all communal areas including kitchens, bathrooms, toilets and sinks. Emptying kitchen bins and changing tea towels when required
- Hoover or mop hallways as appropriate
- Clean entrance door glass and handles
- Vacuum clean, dust and thoroughly clean communal offices/rooms
- Change the bed linen in rooms (during conference season)

- Supply washing-up liquid, dishcloths and sponges in kitchen areas
- Replenish toilet paper
- Clean and de- cobweb external doors into staircases
- Ensure own cleaning cupboards are kept neat, tidy and well stocked at all times.
- Contribute to fire safety by making sure fire doors are not propped open by wedges or fire extinguishers
- Report candle use or naked flames to the Housekeeping Supervisor
- Contribute to energy efficiency by ensuring windows are closed and that heating and lighting are used appropriately
- Report all faults via e-Maintenance
- Report all other problems to the Housekeeping Supervisor
- Keep abreast of changing health and safety requirements in the COVID-19 and related landscape and manage changes to policies and practices accordingly
- Keep regularly updated on the necessary information about standards, policies and procedures, particularly Health and Safety policies and procedures
- Fully comply with all the College's policies including equality of opportunity and data protection
- Attend all necessary training sessions and courses as required
- Occasional weekend working required by means of a working rota system.
- Undertake any other reasonable request or duties commensurate with your post

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION:

	Likely to include:	***Desirable:***
Qualifications, experience, background, knowledge and skills	• Experience of professional cleaning work in an educational or hotel establishment • Be able to work unsupervised	• Knowledge of fire safety • Ability to travel daily to outlaying hostels
Personal attributes	• Quality focus o Delivers work to a high standard of quality and professionalism o Is open and responsive to constructive feedback • People focus o Is polite, reliable and responsive o Builds effective working relationships with colleagues within the team o Understands the importance of users and their needs • Leadership/Team working o Keeps supervisor aware of progress and any issues o Able to work as part of a team or independently • Collaboration o Works effectively with colleagues within the team o Positively responds to requests from others for assistance • Resilience o Admits mistakes o Recovers from setbacks in a timely and constructive manner • Adaptability o Demonstrates a positive attitude and a willingness to adapt to change o Ability to learn new skills; participate in on-going personal development • Problem solving and decision making o Follows procedures as required o Recognises when there is a problem o Asks for help, when appropriate o Ability to prioritise tasks and good time management	

Sidney Sussex College is an equal opportunities employer.

Updated January 2023