

Job title	Domestic Team Member		
Grade		Rate of Pay	£9.90 per hour
Hours	20 hours per week	Location	Cuddesdon
Department	Bursar		
Reporting to	Senior Housekeeper		

Summary, purpose and objectives of the role

The key purpose of the role is to ensure College premises are presented to the highest standards, ensuring good standards of cleanliness, maintenance and security are achieved for all users.

Main duties and responsibilities

Daily/weekly tasks include:

- Regular cleaning of bedrooms, meeting rooms and communal areas.
- Daily cleaning of toilet and bathroom facilities.
- Regular cleaning of washbasins and mirrors, and ensuite bathrooms.
- Regular cleaning of kitchenettes.
- Dusting and polishing of floors, ledges and furniture.
- Cleaning staircases, landings and lift.
- Regular emptying of waste bins including disposal in correct bins, including recycling.
- Reporting defects, damage or hazards promptly to the Senior Housekeeper.
- Cleaning and defrosting refrigerators and freezers regularly but not less than twice per year.
- Changing linen and preparing rooms for guests by cleaning, dusting and vacuuming as directed by the Senior Housekeeper and always when there is a room changeover.
- Using appropriate type and quantity of cleaning products for the task.
- Maintaining appropriate levels of cleaning products and other cleaning stock, including linen and towels. To handle outgoing soiled linen and incoming clean linen
- Ensuring that equipment and materials are used responsibly and in compliance with College risk assessments and COSHH regulations

Other tasks include:

- Rooms and communal areas will be “spring-cleaned” at appropriate intervals including tasks such as washing down paintwork, cleaning carpets, cookers, microwaves and internal window cleaning.
- Assisting with routine maintenance tasks (eg changing lightbulbs)
- Assisting with laundry of towels, linens etc.
- Cleaning rental properties at the end of tenancies.
- Cover from time to time for other members of the domestic team as directed by the Senior Housekeeper.

Other duties as required.

General

- You are expected to take pride in your work and will be responsible for ensuring that rooms are presented correctly and to a consistently high standard as directed by the Senior Housekeeper.
- You must follow procedures to ensure that properties are secure and that

unauthorised access to College buildings is not allowed.

- You have a duty to comply with Health & Safety regulations including COSHH and correct use of Personal Protective Equipment.
- You will be expected to attend job-related training as appropriate for the job, for example in first-aid, manual handling and safety awareness, and to comply with risk assessments.
- You are expected to undertake other reasonable duties as commensurate with the role of domestic team member under the direction and supervision of the Senior Housekeeper.

Person Specification

- Cleaning experience desirable preferably within an education or hospitality setting.
- Able to communicate in a friendly and honest manner with staff, students and guests.
- Willingness to work in a team.
- Ability and willingness to follow through management instructions and adhere to procedures.
- Good general health and physical fitness as necessary for carrying out the duties specified.
- General awareness of good health and safety practice e.g. in relation to the safe handling of chemicals.
- Hold or willing to train for a first-aid qualification
- Willingness to undertake appropriate training.
- Flexible attitude to hours and duties.
- Able to maintain confidentiality as regards College and student/guest business.

Summary Terms & Conditions

Hours: Your normal hours of work are 20 hours per week. Your hours will be organised according to a rota system which the College will notify you of on a regular basis. You will be expected to keep your working hours flexible to a reasonable extent, depending on the needs of the College. This will include weekend and bank holiday working. At times the needs of the College will require these hours to be modified and you will be expected to vary your hours of work accordingly.

Rate of Pay: £9.90 per hour reviewed annually (next review April 2023).

Pension: You will be entitled to membership of a Church of England Pension scheme to which the College contributes 6.5% of basic pay and the employee is required to contribute a minimum of 1.5%.

Contract: This is a permanent role subject to satisfactory completion of a three month probation period.

Holiday: You will be entitled to 6 weeks annual leave in addition to bank holidays. Annual leave will not normally be granted during term time. You will be required to take up to a week of annual leave during each of the Christmas and Easter closed periods.

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