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| Job title | Weekend Housekeeper | | |
| Salary | £12.50 per hour | | |
| Hours | Up to 12 hours at a weekend | Location | Cuddesdon |
| Department | Bursar | | |
| Reporting to | Head of Housekeeping Deputy Bursar | | |

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| **Summary, purpose and objectives of the role** |
| The key purpose of the role is to provide an effective and efficient housekeeping service for students, visitors and staff using the College premises at the weekend. |
| **Main duties and responsibilities** |
| Undertake cleaning, changing linen and preparing bedrooms and meeting rooms for guests.  Undertake cleaning of toilets and communal bathrooms as required.  Respond to requests from guests for housekeeping eg towels, bedding, toiletries and refreshment supplies  Supervise meeting room set-up according to booking forms, including preparing AV equipment, cleaning whiteboards, replenishing white board pads and pens, etc.  Set up / check audio-visual equipment and be familiar with its operation in order to support users and respond to requests for additional equipment, adaptors, extension leads, etc.  Welcome external guests, issue keys, show guests to their rooms and ensure they receive relevant information for their stay, e.g. information booklets present in rooms  Collect keys from guests on departure.  Ensure the buildings are locked and secure.  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.  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. |
| **Summary Terms & Conditions**  **Hours**: up to 12 hours per weekend – the hours will vary depending on the needs of the groups using the buildings at the weekend.  **Rate of Pay**: £12.50 per hour  **Pension**: You may be eligible for 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%. In addition the College pays 0.5% for life insurance cover  **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.  Ripon College Cuddesdon is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided. |