VACANCY: Cleaner (1-Year Fixed Term)

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 9:00am on Monday 31 July 2017, to:

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

TERMS & CONDITIONS

Salary: £8,638 pa (£8.28ph)

Benefits: Membership of the NOW: Pension scheme (www.nowpensions.com)
25 days’ holiday per year, plus public holidays
Meals on duty
Free parking
Uniform
Use of the gym
Use of the Library
Membership of a healthcare cash plan
The College operates a childcare voucher scheme for staff
Cambridge University offers a subsidised staff accommodation rental scheme to University and College employees

Hours: 20 hours per week, Monday to Friday

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.
Job Description

Term of Contract: This is a fixed term 1 year contract.

Job title Cleaner

Responsible to The Housekeepers
   The Housekeepers reports to the Accommodation Manager
   The Domestic Bursar has overall responsibility for the Department

Job role To provide cleaning and housekeeping services to both the residential and the public areas of the College

Main responsibilities

- To clean students’ and visitors’ bedrooms, kitchens and bathrooms (including en-suites) and/or public areas to specified standards as set by the Housekeepers, which involves bending and some stretching. There is a certain amount of bed changing which involves pulling the beds out and pushing them in.
- To let the Housekeepers know if there are any maintenance problems in the 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 work occasional weekends as and when required due to the needs of the College
- 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 assist the Housekeepers in controlling stocks of linen and supplies to ensure minimal wastage
- 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 Cleaning Operation – duties and responsibilities include:

- Cleaning, washing, sweeping, polishing, dusting and emptying litter bins
- Changing linen as required
- Cleaning bathrooms including showers, toilets and wash basins, but excluding removal and replacement of sanitary materials
- Being conversant with the operation and maintenance of domestic cleaning equipment
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 work practices and procedures at all times
- 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, and houses – 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 – Students, Visitors and Fellows (as directed)
- Student houses
- Stairways and other public areas
- Kitchens and bathrooms
- Toilets and associated facilities
- Offices

Additional responsibilities:

To report any obvious problems to the Housekeepers such as:

- Defects or faults in heating or hot water supplies
- Any defects or damage to property, furniture and furnishings
- Any unusual activities or events
- Any prolonged absences of Students or Fellows from their rooms

Special Conditions of Service:

- Holidays must be taken in agreement with the Housekeepers, 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 must be worn. This footwear must enclose all areas of your feet to protect them from harm. i.e. flip flops and open toe sandals are not suitable.

The above is the general job description for the Housekeeping staff at Wolfson College.
Person Specification: Cleaner

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