

JOB DESCRIPTION

Job Title: Catering Cleaner

Department: Catering Department

Reports to: Front of House Services Manager/Manciple

Purpose of role:

To maintain high standards of cleanliness and hygiene in designated areas within the Catering Department in line with the department cleaning schedule.

Main Responsibilities:

- To undertake the cleaning, washing, sweeping, vacuuming, emptying litter bins, polishing, and dusting designated areas, using where appropriate, powered equipment and ensuring the safe use of chemicals.
- To assist with stocking and rotation of all Fresh Fruit and drink items in the Fellow's Parlour.
- Sort out newspapers and magazines, and clean the coffee machine daily following the correct procedures.
- To actively help clean the areas managed by the Catering department to the highest standard when required both before and after meal service.
- To ensure all areas and storage areas are kept clean and tidy and ready for each service.
- To move items of furniture as necessary to facilitate cleaning.
- Clean the College silver in the Combination Room and in the Silver Safe using the correct products and procedures when required.
- To ensure that any broken items are reported and disposed of in a careful and safe manner.
- To maintain good communications with Fellows, students, staff and members of the College, University and Conferences.
- Report anything untoward in relation to equipment, hygiene, and standards of service to senior staff in a timely manner.

The College reserves the right to make reasonable changes to the duties and requirements of the job description, which may be necessary to meet the changing needs of the job, or to reflect the latest technology or best practise.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.

PERSON SPECIFICATION

Knowledge and experience

- Some experience in a cleaning or front of house role
- Some experience of Health and Safety regulations, in particular COSHH

Skills and Personal Attributes

- Smart and well presented with a high standard of personal hygiene, grooming and general physical fitness
- Good verbal command of English and able to communicate readily and easily with a variety of people
- Good organisational skills and a positive and enthusiastic attitude towards work
- Able to work as part of a busy team
- Awareness of the need to maintain confidentiality
- Possess, or be prepared to develop a good knowledge of etiquette, relating to the College

EMPLOYMENT DETAILS

Rate of Pay:	£21,553 per annum (£17,243 pro rata).
Hours:	30 hours per week excluding unpaid breaks, worked on a shift basis.
Holiday:	33 days per annum including 8 public holidays (pro rata for part-time staff).
Meals:	Free lunch is provided for staff whose duties cover this period.
Probationary Period:	Six Months.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Private Health Care:	The College provides health care currently through membership of AVIVA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.