

JOB DESCRIPTION

Job Title: Bedmaker/Cleaner

Department: Housekeeping

Reports to: Housekeeping Operations Manager and, for day-to-day management to the Assistant Housekeeper.

Purpose of role:

To clean and provide a high-quality housekeeping service for residential and common areas within the College maintaining the highest standards of cleaning.

Responsibilities:

- Undertake daily cleaning in accordance with the housekeeping specifications and standards of designated areas of the College. Areas (known as staircases) can include students' rooms and their communal areas, Fellows' rooms, communal meeting rooms & staff offices.
- Change bed linen weekly in residential rooms.
- Maintain equipment and ensure all cleaning materials are used and stored in a safe and secure manner, complying with COSHH regulations (training provided).
- Clean and prepare guest/conference rooms as required.
- To be responsible for collecting and returning keys ensuring security of rooms is maintained.
- Reporting general maintenance issues.
- To take on extra duties when other colleagues are absent through sickness or holiday leave.
- To act in the students' best interest and report any matter of concern to their Assistant Housekeeper.
- Adhere to the college's health and safety working practices at all times.
- Any other reasonable duties that may be required and are compatible with the nature of the job.

Additional information:

Bedmakers are provided with five tunics (one for each day) for which they are responsible for laundering. The tunic must be worn whilst at work on duty. Appropriate footwear must also be worn whilst at work (low heel and closed in toe).

The work is physical in nature and includes climbing staircases, accessing awkward areas and carrying linen and cleaning supplies to and from linen rooms to staircases.

Very occasionally, rooms may be occupied by those under 18 years of age. Therefore we are required to apply to the Criminal Records Bureau for an enhanced disclosure. The College will pay for this.

The College frequently communicates with staff by email and so the department encourages its staff to use devices that can enable them to read and send e-mails and to use the College computerised Human Resource Information system, which allows staff to request holidays and view payslips.

PERSON SPECIFICATION

Experience and knowledge

- Cleaning or housekeeping experience is preferable, however full training will be given and new appointments will 'shadow' an existing employee to aid their training.
- Knowledge of COSHH and Health and Safety at work would an advantage but not essential.

Skills and personal attributes

- Flexibility when necessary is essential.
- Reliable, honest and motivated.
- Able to be discreet and maintain confidentiality. This is essential when dealing with student concerns.
- Good communication skills.
- Good understanding of written and spoken English and able to follow instruction.
- Takes pride in their work and enjoys interaction with people of various ages and backgrounds.

EMPLOYMENT DETAILS

Rate of Pay:	£19,734 per annum (FTE £25,655).
Hours:	30 hours per week, 0700 -1300 or 0800-1400 Monday to Friday with a 20-minute paid tea-break.
Holiday:	<p>25 working days per annum plus 8 public holidays (pro rata for part -time post holders). Bedmakers are required to take seven days annual leave at Christmas and three days at Easter. Ten days must be taken during the summer vacation period. The remaining five days may be taken during the year.</p> <p>N.B. We are currently trialling removing the restriction on leave taken during the year but, as this is only a trial, the stipulation will remain in contracts until the trial is complete.</p>
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.
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 eligibility. This is a taxable benefit.
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, offer regular outings to places of interest and organises functions including a Christmas event.
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.
Access to College:	The College is unable to provide parking on site for its entire staff and it should therefore be considered that parking will not be available. 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. Many members of staff cycle to work and the College may be able to provide covered cycle parking.

Cycle to Work Scheme: There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.

Childcare: Access to a workplace nursery, subject to places being available.

College Punts: Use of college punts at a subsidised rate.