

JOB DESCRIPTION

Job Title: Bedmaker/Cleaner

Department: Housekeeping

Reports to: College Housekeeper and, for day-to-day management to the Assistant Housekeeper.

Purpose of role:

To clean and provide a high quality housekeeping service for designated 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 student's rooms and their communal areas. Fellows' rooms, communal meeting rooms & staff offices.
- Change bed linen weekly.
- Maintain equipment and ensure all cleaning materials are used and stored in a safe and secure manner, complying with COSHH regulations.
- 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 student's best interest and report any matter of concern to their Assistant Housekeeper.
- Adhere and work 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 the linen room to the staircase.

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 be 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:	£11.00 per hour.
Hours:	20, 25 or 30 hours per week, 0700 -1300 or 0800-1400 Monday to Friday.
Holiday:	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.
Probationary period:	6 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.
Cycle to Work Scheme:	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.
Private Health Care:	The College provides free health care currently through membership with Aviva. Membership of a dental care scheme is also available. Staff can join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.