

JOB DESCRIPTION

Job Title: Cleaner/Handyperson

Department: Housekeeping

Reports to: College Housekeeper

Purpose of role:

Responsible for ensuring designated areas are kept to a high standard of tidiness and order including the collection of rubbish and sweeping of College courts, general cleaning and reporting identified faults.

Responsibilities:

- To remove all rubbish from outside the staircases every day and to keep all courts clear of rubbish. Dispose of rubbish in the appropriate bins.
- To clean baths, wash basins, and showers in communal areas, and public toilets etc.
- To keep courts and walks swept and clean. Keep bicycle storage areas clean and tidy.
- To clear up bodily fluids when necessary.
- To check and refill soap dispensers and roller towels as listed by the Linen Keeper/AHK.
- To carry out internal cleaning of communal and office areas, basements, laundrettes and any high cleaning as instructed by the Housekeeper.
- Maintaining the standard of floors, including scrubbing down, polishing and buffing.
- To assist the seamstress with the hanging of curtains.
- Moving of heavy furniture and taking down lampshades for seasonal cleaning as requested.
- To check in with the Assistant Housekeeper at regular times during the day.
- To cover/stand in for other members of staff who may be absent from work.
- To carry laundry bags to and from the guest rooms
- To take boxes of toilet paper or similar bulky items to staircases as requested.
- Assistance with other duties as may be required from time to time.

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

Additional information:

The post holder may occasionally be asked to assist during the course of weekends or holidays to provide a suitable level of service for visitors and for which appropriate payment would be made.

The work includes climbing staircases, accessing awkward areas, carrying/transporting awkward loads, delivering stores and linen and walking round large areas of the College. The post holder may spend periods outside in inclement weather. A uniform is provided which includes PPE and outer working clothes.

Housekeeping staff are required to undertake safety and any other training related to their duties.

PERSON SPECIFICATION

Experience and knowledge

- Previous experience of cleaning.
- Knowledge of working in a Cambridge College if desirable but not essential.

Skills and personal attributes

- Able to achieve and maintain required levels and standards of service.
- Observant and able to report or deal with areas of concern.
- Able to understand and follow written and verbal instruction.

Personal attributes

- Methodical and thorough approach to tasks.
- Honest, reliable and flexible.
- Polite and friendly.
- Clean, tidy and presentable at all times.
- Self-motivated and enjoys using own initiative

EMPLOYMENT DETAILS

Rate of Pay:	£22,415 per annum.
Hours:	39 hours per week worked Monday to Friday.
Holiday:	25 working days plus eight public holidays.
Probationary period:	Six months.
Meals:	Free lunch provided for staff who are on site and whose duties cover this period.
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 private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
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. Maximum limits apply.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.
Access to College:	The College is unable to provide parking on site. 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