

JOB DESCRIPTION

Job Title: Linen Keeper

Department: Housekeeping

Reports to: Assistant Housekeeper

Purpose of role:

To enable the Housekeeping team to provide a high quality housekeeping service throughout the College by running an efficient Linen Room service.

Responsibilities:

- Ensure the appropriate levels of linen, cleaning materials and equipment are maintained for both Term and Vacation/Conference requirements.
- Manage the use of linen and chemical stock and record "rejects/returns", shortages and repairs
- Run a termly stock take in liaison with the laundry contractor.
- Ensure the working area is cleaned to required standard.
- Report and maintain records of maintenance issues when relayed by the Bedmakers.
- Be conversant with cleaning materials and their uses in line with current COSHH/Health & Safety regulations.
- Set up and manage a cleaning calendar for items requiring termly maintenance such as duvets, mattress pads and pillow protectors.
- Assist and support the Assistant Housekeeper in the smooth and efficient running of the Housekeeping team.
- In-house laundry for college owned items.
- Issue roll up mattress guest beds in accordance with bookings.
- Any other reasonable duties that may be required and are compatible with the nature of the job.

Additional information:

The work includes climbing staircases, accessing awkward areas, carrying linen and walking around areas of the College.

There is potential for exposure to chemical hazards from cleaning materials if handled incorrectly. The post holder will be expected to comply with both COSHH and College Health and Safety procedures.

PERSON SPECIFICATION

Experience and knowledge

- Experience of Housekeeping gained in a work setting is desirable
- Ability to work both individually and as part of a team is essential
- Knowledge of COSHH and Health and Safety at work is essential
- Experience of using IT in the working environment would be desirable

Skills and personal attributes

- Organised with an eye for detail
- Flexibility when necessary
- Reliable, honest and motivated
- Able to maintain good relations with staff
- Good people and communication skills
- Physically fit as there is the potential for moderate physical strain
- Good command of written and spoken English
- Discretion and the ability to maintain confidentiality is essential

EMPLOYMENT DETAILS

Rate of Pay:	£20,530 per annum for 30 hours per week (FTE £26,690).
Hours:	This is a part-time, permanent post working 30 hours per week Monday to Friday starting either 07:30 or 08:00.
Holiday:	25 working days plus 8 public holidays (pro rata for part-time post holders). Housekeeping staff are required to take seven days annual leave at Christmas and three days at Easter. The remaining days may be taken during the year.
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, is available. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides health care currently through membership of Bupa. 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 small fee. Inductions are compulsory.
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.
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, maximum limits apply.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of college punts at a subsidised rate.