

## **JOB DESCRIPTION**

**Job Title:** Housekeeping Porter  
**Department:** Housekeeping  
**Reports to:** Housekeeping Operations Manager

### **Purpose of role:**

To be jointly responsible, as part of the Housekeeping team, for ensuring areas are kept to a high standard of tidiness and order through the collection of rubbish and sweeping of College courts, general cleaning and reporting of identified faults.

### **Responsibilities:**

- To remove all rubbish from outside the staircases every day and to keep all courts clear of rubbish disposing of rubbish in the appropriate bins.
- To clean communal areas including shower blocks and toilets.
- 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, towel and toilet roll dispensers as requested.
- To carry out internal cleaning of communal and office areas, basements, laundrettes and any high level cleaning as requested.
- To assist with general housekeeping duties where necessary by cleaning floors, moving furniture and taking down lightshades etc. as requested.
- To assist the seamstress with the hanging of curtains.
- To check in with the Assistant Housekeepers 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.
- Assist 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 if considered 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 for which appropriate payment would be made.

The work includes climbing staircases, accessing awkward areas, carrying/transporting awkward loads and delivering stores and linen. These duties are all performed on foot meaning large areas of the college are covered each day.

Housekeeping staff are required to undertake safety and any other training related to their duties. This training is mainly on-line with time during the working day dedicated to the completion of set courses.

## **PERSON SPECIFICATION**

### **Experience and knowledge**

- Previous experience of cleaning.
- Knowledge of working in a Cambridge College is 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.
- Able to use own initiative to spot and resolve potential issues around the College.

### **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:** £27,491 per annum.

**Hours:** 39 hours per week worked Monday to Friday.

**Contract Type:** Permanent.

**Holiday:** 25 working days plus eight public holidays.

**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 months' service. All staff will become members unless they choose to opt out.

**Private Health Care:** The College provides free health care currently through membership with Bupa. 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.

**Meals:** Free lunch is provided for staff whose duties cover this period.

**Employee Assistance:** The College also provides access to a free and confidential telephone and web-based information and support service that puts staff in touch with caring and professional consultants and counsellors.

**Travel:** The College cannot provide car parking for all its staff, and many use Park and Ride sites or cycle. There is a tax-free benefit allowing you to spread the cost of a new bike, either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.

**Gym:** Membership of the College gym is available for a modest fee. Inductions are compulsory. Staff are usually able to participate in any exercise classes run for the benefit of the College community (payment is usually required).

**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.

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

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