JOB DESCRIPTION

Job Title: Room Attendant/Bedmaker

Department: Housekeeping

Reports to: College Housekeeper with day to day supervision by 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 cleaning of designated areas of the College. Areas to include student’s rooms, fellow’s rooms, guest rooms and communal area on a daily basis in accordance with housekeeping specifications and standards.
- Make beds on a daily basis and change bed linen weekly.
- Clean and prepare guest/conference rooms as required.
- Maintain all cleaning materials and equipment in a safe and secure manner, complying with COSHH regulations.
- To act in the student’s best interest and report any matter of concern to the College Housekeeper or nominee.
- To be responsible for collecting and returning keys ensuring security is maintained.
- Monitoring and reporting general maintenance issues.
- Provide cover for colleagues during periods of absence.
- Maintaining the Housekeeping Department’s standards and 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 a uniform, which must be worn when on duty. Post holders will be expected to wear appropriate footwear (i.e. closed toe).

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

Some bedmakers may occasionally work in areas occupied by those under 18 years of age. Therefore post holders will be required to apply to the Criminal Records Bureau for an enhanced disclosure which will be paid for by the College.
PERSON SPECIFICATION

Experience and knowledge

- Cleaning or housekeeping experience is desirable, however full training is available
- Working in a team environment is desirable
- Knowledge of COSHH and Health and Safety at work would be desirable

Skills and personal attributes

- Organised with an eye for detail
- Flexible when necessary is essential
- Reliable, honest and motivated
- Able to maintain good relations with students and other staff
- Good people and communication skills
- The work includes climbing staircases, accessing awkward areas, carrying/transporting awkward loads, delivering stores and linen and walking around large areas of the College.
- Good command of written and spoken English
- Able to be discreet and maintain confidentiality is essential
Employment Details

Rate of Pay: £9.27 per hour

Hours: This is a part-time post working either 30 hours per week Monday to Friday either 0730 – 1330 or 0800 – 1400, or working 27½ hours per week starting work between 0700 and 0800.

Holiday: 25 working days 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.

Housing allowance: Upon successful completion of the probationary period, staff are normally eligible to receive the housing allowance currently set at £1,020 pa (pro rata for part-time staff), which is paid quarterly.

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 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 certain limitations. 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.