JOB DESCRIPTION: Housekeeping Assistant

Job Title: Housekeeping Assistant (Temporary Role: 8-10 weeks with potential for extension)

Job Purpose: Alongside the Housekeeping Team, to maintain high standards of cleaning within all public areas during our busy Summer period

Location: Ridley Hall, Cambridge, CB3 9HG

Reporting to: Housekeeping Manager

Working Relationships: Housekeeping Manager, Premises Manager, Catering Department, other Ridley Hall Staff and Students

Working hours: Start Date: as soon as possible
25 hours per week
Normal hours are 7.30am – 12.30pm Mon to Fri
Some Sunday working will be required.
Extra hours may be required during busy periods for which you will be paid.

Main duties include but are not limited to:

• Responsible for maintaining a high standard of cleanliness in all student/public areas, student accommodation and guest rooms.
• Ensuring the standards and procedures of the Housekeeping Department are upheld at all times.
• To clean student staircases including kitchens, bathrooms, stairs.
• Preparation and servicing of guest rooms.
• Bed making will be required in guest rooms and in student accommodation during conferences.

**Experience and Training:**

• Experience of housekeeping/cleaning in public spaces ie. A University, Hospital, Hotel
• To have a good understanding of, or be willing to learn COSHH and Health & Safety regulations regarding cleaning fluids and equipment

**Personal Qualities and Attributes:**

• Self-motivation and the ability to meet deadlines
• A team player: able to work effectively with all members of the college community
• Willingness to adopt a flexible approach to tasks where necessary
• Reliable and enthusiastic

**Details of employment**

• Housekeeping Assistant will be based at Ridley Hall, Cambridge CB3 9HG
• The role will be paid between £9.69 - £10.42 per hour
• Annual paid leave entitlement is 25 days (accrual will be calculated pro rata)
• Parking on-site is available
• Uniform is provided

**Application process**

Please submit a CV and short cover letter to Helen Corley (Housekeeping Manager) by email: Hkc24@cam.ac.uk

If you have any questions about the role, please call: 01223 746584

**Deadline for applications:** 3rd July 2023