



RIDLEY HALL
CAMBRIDGE

JOB DESCRIPTION: Housekeeping Assistant

Job Title:	Housekeeping Assistant (Fixed Term 6 months)
Job Purpose:	Alongside the Housekeeping Team, to maintain high standards of cleaning within all public areas
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:	25 hours per week Normal hours are 7.30am – 12.30pm, Monday- Friday Extra hours may be required during busy periods and the occasional weekend

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 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 at £9.50 per hour
- Annual paid leave entitlement will be 25 days, plus bank holidays (calculated pro rata)

Application process

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

If you have any questions about the role, please call: 01223 741 073

Deadline for applications: 30th May 2022