

Job Description	
Job title	Domestic Assistant
Department	Housekeeping
Reports to (Position Title)	Departmental Line Manager

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role
To work as part of the Housekeeping team providing cleaning and housekeeping services to the residential and public areas of the College

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA.
Hours of work	Permanent, Part-time/Full time
Contract type	Full time & Permanent
FTE	1.0
Qualifications	N/A
Key skills	<ul style="list-style-type: none"> • Ability to achieve and maintain College cleaning standards. • Ability to work with minimal supervision once trained.
Work experience	Experience gained in a hotel or academic environment is advantageous but not essential.
Budget responsibilities	N/A

Main duties and Responsibilities	Time / Frequency
<ul style="list-style-type: none"> • To clean, service and prepare bedrooms, offices and lounges for members of the College community and conferences, to the required standard within the designated time. 	Daily
<ul style="list-style-type: none"> • To clean, service and prepare gyp rooms (residential kitchens), bathrooms and common areas within the College buildings to the required standard in the designated time. 	Daily
<ul style="list-style-type: none"> • To post notices and pass on information to the residents and members of the College community. 	Daily
<ul style="list-style-type: none"> • To report furniture breakages and maintenance issues. 	Daily
<ul style="list-style-type: none"> • To assist other members of the Housekeeping team if required. 	Daily
<ul style="list-style-type: none"> • To attend work related training sessions. 	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements			Yes	No
DBS check				x
Lone working				x
Manual handling			x	
Working at height			x	
Uniform required			x	
Training requirements	iHasco ID	Duration	Yes	No
Bullying & Harassment for Employees	108	22	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	30	x	
GDPR UK: Essentials	3627	38	x	
Health and Safety Essentials	2227	48	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	38	x	
Slips, Trips & Falls	1913	30	x	
Working at Height	1078	39	x	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	<ul style="list-style-type: none"> N/A 	-	-
Knowledge, skills and proven abilities	<ul style="list-style-type: none"> Ability to organise workload effectively, meeting deadlines where necessary 	E	A, I
	<ul style="list-style-type: none"> Ability to work as part of a team 	E	A, I
	<ul style="list-style-type: none"> Ability to work on own initiative 	E	A, I
	<ul style="list-style-type: none"> Ability to read and interpret written instructions 	E	A, I
	<ul style="list-style-type: none"> Willingness to work flexibly 	E	A, I
	<ul style="list-style-type: none"> Methodical approach. 	E	A, I
Behaviours	<ul style="list-style-type: none"> Conscientious attitude with a desire to provide a high quality of service 	E	A, I
	<ul style="list-style-type: none"> Able to work independently and as part of a team 	E	A, I
	<ul style="list-style-type: none"> Ability to learn new skills 	E	A, I

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