

## Job Description

Job title	Domestic Assistant (Casual worker/Temporary)
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

The College is seeking to appoint experienced Domestic Assistants/Cleaners to join our friendly and professional housekeeping team. As valued members of our housekeeping team you will be responsible for the servicing and cleaning of bedrooms, offices, bathrooms, kitchens, communal and conferencing areas.

## Background information

Based at	Gonville and Caius College, Cambridge.
Hours of work	N/A
Contract type	Casual/Temporary
% FTE	N/A
Qualifications	N/A
Key skills	<ul style="list-style-type: none"> <li>• Ability to organise workload effectively, meeting deadlines where necessary</li> <li>• Ability to work on own initiative</li> <li>• Ability to read and interpret written instructions</li> <li>• Willingness to work flexibly</li> <li>• Methodical in approach</li> </ul>
Work experience	Previous cleaning experience is essential
Budget Responsibilities	None

Main duties and Responsibilities	Time/ Frequency
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
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
To post notices and pass on information to the residents and members College community.	Daily
To report furniture breakages and maintenance issues.	Daily
To assist other members of the housekeeping team if requested.	Daily
To attend work related training sessions.	As required
Such other general duties in line with your role as directed by your line manager may be required from time to time.	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
COSHH	628	26	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	

*This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.*

### Team Responsibilities

- Occasionally supporting new members of staff to provide initial assistance and guidance.
- Cover staffing shortfalls as required.
- Ensuring personal property is respected and not handled unnecessarily.
- Maintaining confidentiality, standards of behaviour and service at all times.
- To report any rooms in a poor state of care.

### 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 the opportunity for training and development will be provided.

## Person Specification

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<b>Department</b>	Housekeeping
<b>Reports to (Position Title)</b>	Departmental Line Manager

	Criteria	Essential/ Desirable	Assessment Method: A = Application I = Interview T = Test
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	-	-
<b>Knowledge, skills and proven abilities</b>	<ul style="list-style-type: none"> <li>Ability to organise workload effectively, meeting deadlines where necessary</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Ability to work on own initiative</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Ability to read and interpret written instructions</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Willingness to work flexibly</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Methodical in approach</li> </ul>	Essential	I
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Conscientious attitude with a desire to provide a high quality of service</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Able to work independently and as part of a team</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Ability to learn new skills</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>Positive and professional attitude</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Effective problem-solving skills</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>High degree of creativity and resourcefulness</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>Able to maintain confidentiality</li> </ul>	Essential	I
	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> </ul>	Essential	A,I
	<ul style="list-style-type: none"> <li>Desire to continually look for opportunities to improve the service provided</li> </ul>	Essential	A,I
<ul style="list-style-type: none"> <li>Willingness to work flexibly to meet the demands of the role</li> </ul>	Essential	I	

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