Domestic Assistant - Part-time (25, 30 hours)

Department: Housekeeping

Reports to: College Housekeeper

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 & housekeeping services to the residential and public areas of the College.

Main duties and responsibilities

<table>
<thead>
<tr>
<th>Time / Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>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.</td>
</tr>
<tr>
<td>Daily</td>
<td>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.</td>
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<tr>
<td>Daily</td>
<td>To post notices and pass on information to the residents and members college community.</td>
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<tr>
<td>Daily</td>
<td>To report furniture breakages and maintenance issues.</td>
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<tr>
<td>Daily</td>
<td>To assist other members of the housekeeping team if requested.</td>
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<tr>
<td>As required</td>
<td>To attend work related training sessions.</td>
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<tr>
<td>As required</td>
<td>Such other general duties in line with your role as directed by your line manager may be required from time to time.</td>
</tr>
</tbody>
</table>

Background information

Based at: Gonville and Caius College, Trinity Street, Cambridge.

Hours of work: 25, 30 hours per week

Qualifications: N/A

Skills:
- 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.
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.

FURTHER INFORMATION RELEVANT TO THE ROLE

Team Responsibilities
- Occasionally supporting new members of staff to provide initial assistance and guidance.
- Providing staff cover during periods of absence.
- 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

**Job Title:** Domestic Assistant, Part-time  
**Department:** Housekeeping

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications and Training</strong></td>
<td></td>
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</tbody>
</table>
• N/A | Desirable |
| **Knowledge, Skills & Proven abilities** |  
• Ability to organise workload effectively, meeting deadlines where necessary.  
• Ability to work as part of a team.  
• Ability to work on own initiative  
• Ability to read and interpret written instructions  
• Willingness to work flexibly.  
• Methodical in approach. | Essential |
| **Behaviours** |  
• Conscientious attitude with a desire to provide a high quality of service.  
• Able to work independently and as part of a team.  
• Ability to learn new skills. | Essential |

[End]