Magdalene College
CAMBRIDGE
HOUSEKEEPER - MASTER’S LODGE

Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and Tutorial and Admissions.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The Housekeeper in the Master’s Lodge is responsible for providing the highest possible standard of housekeeping within their allocated time.

The postholder will communicate with the Head of Housekeeping regarding all departmental issues and with the Master/Master’s partner according to their daily requirements.
Main Duties

Housekeeping duties in the Lodge are performed on a weekly basis. Duties include:

- Keeping the kitchen clean.
- Washing the floors.
- Cleaning out the ovens and cleaning the hob.
- Washing pots and pans and putting dishes in the dishwasher.
- Vacuum throughout once a week.
- Dust and polish furniture as necessary.
- Check the bathrooms daily and put out fresh towels.
- Change beds weekly, or as required.
- If there are visitors, clean their bedrooms and bathrooms after their departure.
- Laying fires in the sitting room in winter months and removing ashes.
- Keeping the front step swept.
- Keeping stock of cleaning supplies and toilet paper etc. and collecting supplies from the Housekeeping Department.
- Other jobs as required including polishing of silver, ironing etc.

Other Duties

- Monthly: take everything out of the fridge and clean the fridge.
- Monthly: wash the halls and stairs.
- Monthly: high cobweb all areas.
- Monthly: wash paintwork.
- Monthly: shampoo carpets as required.
- Answering the door to visitors.
- Taking and collecting laundry to and from the College Laundry.
- Empty wastebaskets and take out dustbins to front of drive for collection and return them the next day.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Key Contacts (Internal)

- The Master, the Master’s partner, Head of Housekeeping and Housekeeping staff.
- All visitors to the Master’s Lodge.
**Person Specification**
Without being too prescriptive, it is expected that the successful candidate will have a broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

**Knowledge, Experience and Education:**
- Experience in some or all of housekeeping/conference/hotel/hospitality sectors
- Broad knowledge of cleaning equipment, supplies, and chemicals

**Personal Skills and Abilities:**
- Good level of interpersonal skills.
- Must be able to organise duties as required and work on own initiative.
- Well organised and capable of forward planning.
- Discreet and able to maintain confidentiality in all matters relating to the Master and his partner.

**Salary and Conditions**
- The post is part time - 12 hours per week worked over 3 days of 4 hour shifts and is offered at a salary of £4,978 per year.
- 25 days annual leave plus Bank Holidays pro rata.
- There will be a six month probationary period.
- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.
- The closing date is Friday 11 August 2017 at 5pm and interviews will be held as soon as possible after that date.