Magdalene College
CAMBRIDGE

Casual Housekeeping Assistant
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. It is one of the smaller Colleges in Cambridge with around 70 Fellows, 500 students and 116 members of staff. It enjoys a central location on Magdalene Street close to the city centre and has good transport links.

As well as being the term-time home to students and Fellows, Magdalene hosts residential and day conferences and is licensed for weddings.

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

Purpose of the Job

Magdalene College is seeking to appoint casual Housekeeping Assistants to assist during the busy summer period (July to September). We are looking for reliable and conscientious people who are enthusiastic and able to work as part of a team.

Responsible to: Head of Housekeeping

Main Duties and Responsibilities

- Keeping central areas clean and tidy
- Cleaning kitchens and bathrooms
- Moving furniture and clearing rubbish
- Bedroom servicing
Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
1. previous experience of cleaning is desirable but not essential
2. knowledge of working within a Cambridge College is desirable but not essential

Personal skills and abilities:
1. reliable and enthusiastic to deliver good customer service with a ‘can do’ attitude
2. able to work well when under pressure
3. able to work as part of a team and provide cover when necessary
4. able to work weekends on a rota basis

Salary and Conditions

- The salary is:
  - £7.83 (age 25 and over)
  - £7.38 (age 24 and under)

- The post is temporary and will be from June to September 2018.

- Hours: a minimum of 20 hours per week, up to a maximum of 30 hours per week, Monday to Friday with weekend work also available. Start time: between 9.00am and 10.00am.

- Some work wear is provided, and staff must wear appropriate trousers/skirt and suitable footwear.

[DC/JW May 2018]