Magdalene College
CAMBRIDGE

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 a Housekeeping Assistant. We are looking for a reliable and conscientious person who is enthusiastic and able to work as part of a team. Cleaning experience is necessary and an NVQ in Housekeeping would be an advantage.

Responsible to: Head of Housekeeping
Main Duties and Responsibilities

- Keeping central areas clean and tidy.
- Cleaning kitchens and bathrooms.
- Cleaning offices and removing rubbish.
- Changing linen in residential and guest rooms; replacing towels and replenishing supplies, maintaining rooms to a high standard.
- Thoroughly deep cleaning student rooms during the vacation period in readiness for conference use or student return.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
1. previous experience of cleaning
2. NVQ in Housekeeping would be an advantage
3. 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
Salary and Conditions

• The salary is £9.32 per hour.

• Working between 20 hours each week (exact times to be agreed but between the hours of 8am to 2pm), 5 days per week, weekend working is required.

• The post is to work between the full term dates from January 2020 to December 2021. The exact dates are:

  13th Jan 2020 – 13th Mar 2020
  20th Apr 2020 – 12th June 2020
  5th Oct 2020 – 4th Dec 2020
  18th Jan 2021 – 19th Mar 2021
  26th Apr 2021 – 18th June 2021
  4th Oct 2021 – 3rd Dec 2021

  Additional hours will be available during the summer months.

• 25 days annual leave pro rata (plus Bank/Public Holidays).

• Some work wear is provided, and housekeepers must wear appropriate trousers/skirt and suitable footwear.

• There will be a three 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.

[DC/HM Nov 2019]