Housekeeping Services Assistant

Candidate Information Pack

May 2022
About us

Magdalene College is one of the ancient 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 we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College's website http://www.magd.cam.ac.uk/

Department Information

The Housekeeping department is responsible for ensuring all areas of the College are kept clean. This includes student areas, common areas and office space. The team consists of around 23 people working a variety of hours across the week.

Role Summary

We are seeking to appoint a Housekeeping Services Assistant to assist in maintaining a good standard of cleanliness and order in public rooms and central areas of the College, and to carry out a wide range of supportive duties as instructed. This may include the movement of furniture and equipment.
Job Description

Main Duties and Responsibilities

1. Remove debris, clean and keep tidy all public areas including toilets.

2. Replenish vending equipment or replace items e.g. soap and toilet paper dispensers etc.

3. Collect and dispose of rubbish from all areas in College and hostels. Put College bins out for dustbin collection days and replace.

4. As instructed, remove and replace furniture in accommodation rooms and public rooms.

5. Store furniture as instructed – keep storage areas in a tidy, secure and safe condition whenever possible.

6. Assist with carrying equipment, personal belongings, cleaning materials and linen.

7. Set up and clear student rooms or meeting rooms and service rooms for conference use as instructed by the Housekeeping Manager.

8. Assist with emergency cleaning as necessary and with the periodic ‘spring-cleans’.

9. Small repairs to furniture and furnishings as necessary.

10. Assist the Housekeeping Manager with room checks and inventories.

11. Report all damage, breakages or losses to the Housekeeping Manager.

12. Any other duties as requested by the Housekeeping Manager.

General Points

The Housekeeping Services Assistant will be expected to take responsibility for all keys held. When using College equipment materials and stock, the post holder must ensure that all items are kept safe and secure. Where cleaning materials are concerned, these should be using sparingly to avoid wastage.

The post holder’s stores and cupboards should be kept in a clean and tidy condition and be secured. Stores requisitions should be made to the Housekeeping Manager.

The post holder should be prepared to undergo any necessary training (job and safety), be conversant with the standard cleaning procedures used and the correct materials to use for different surfaces.

The Housekeeping Services Assistant will take responsibility for keeping themselves safe at all times when carrying out work. Safety equipment/clothing must be worn as appropriate e.g. safety glasses, safety gloves, masks, helmets etc. which is supplied by the College. They must have regard for the health and safety of other people when carrying out tasks in College and hostel areas.

A good attitude to all College staff, members and visitors to the College should be maintained at all times. They should inform the Housekeeping Manager of any complaints, criticisms or praise received.
**Person Specification**

The following criteria are appropriate to this post:

**Knowledge and experience:**

1. previous experience of housekeeping duties; a hands on approach and practical skills
2. previous cleaning experience is desirable
3. knowledge of working within a Cambridge College is desirable but not essential

**Personal skills and abilities:**

1. able to assist in the lifting and storage of bulky, and sometimes heavy, furniture items
2. able to use own initiative and take personal responsibility
3. reliable and enthusiastic to deliver good customer service with a ‘can do’ attitude, able to get on with people at all levels
4. able to work well when under pressure
5. able to work as part of a team and be flexible to provide cover when necessary
Remuneration and Benefits

Remuneration
The salary is £20,691 per annum

Hours of Work
The hours of work are 40 hours per week. The post is predominately working Monday to Friday with a start time of around 6.30am.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributory options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John’s College.

Magdalene is registered with CycleScheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a six month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.
Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

**Enquiries**
Further enquiries about your application may be made by email to ds714@cam.ac.uk