ASSISTANT HOUSEKEEPER (part time, 30 hours per week)

Background to the post
The College site extends from Bridge Street /Jesus Lane to Grange Road. The College Housekeeper, as head of the Housekeeping Department, is responsible for the day-to-day cleaning, provision of bed and other linen and the disposal of domestic rubbish in those areas. Three Assistant Housekeepers provide support to the Housekeeper and Deputy Housekeeper, each with individual responsibilities on the West Site, East Site and Burrell’s Field.

General Information
The Assistant Housekeeper assists the College Housekeeper and Deputy Housekeeper to ensure that all rooms occupied by members of the College and offices used by staff are cleaned and serviced on a regular basis. Rooms are also prepared for visitors to the College for College functions and for guests of senior members of College. Support is also provided to other Departments from time to time. Bed makers are employed to clean Fellows’ and students’ rooms, gyp rooms, bathrooms, lavatories and corridors. They are also expected to report any problems that they may encounter during the course of their work in relation to students and maintenance repairs.

Responsible College Officer:
The Junior Bursar

Responsible to:
The College Housekeeper and the Deputy Housekeeper

Responsible for:
The Assistant Housekeeper will have supervisory responsibility for the domestic staff (35 bed makers, the linen keeper and 2 handypersons) in a designated area, which comprises 400 student rooms plus Fellows sets, study rooms, student guest rooms, offices and communal rooms.

Main duties and responsibilities:
Assist the College Housekeeper and Deputy Housekeeper in the daily organisation of the domestic staff in a designated area.

Supervisory/staffing

- Check that bed makers have clocked-in and collected keys. Notify the Deputy Housekeeper of absences, and to arrange cover on a daily basis.
- Supervise and give daily instruction to the Handyperson working in the area.
- Supervise the Linen Keeper and cover the Linen Room in his/her absence.
- Allocate and reorganise work areas as required in liaison with the Deputy Housekeeper.
- To provide bed makers with up-to-date accommodation information and inform them of any changes.
- Notify the College Housekeeper/Deputy Housekeeper of any changes affecting the payroll.
- Induct and orientate new staff.
- Conduct Staff Performance Reviews.
- Conduct Return to Work Interviews and put in place reasonable adjustments where necessary.
- Record annual leave requests in accordance with Housekeeping guidelines.

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Liaison and communication

- To contact the students and intervene on the bed makers behalf when there are issues regarding access, cleanliness or behaviour issues which contravene guidelines in the Accommodation Handbook.
- Liaise with the external Laundry as required.
- Liaise with Accommodation Office during busy conference periods ensuring high levels of accuracy in room and staff allocation.
- Report maintenance faults daily to the works department via the ‘works’ request system and report any damage to fixtures and fittings. Complete damage reports as necessary.
- Check staircases and rooms are maintained to the required standard of cleanliness and monitor standards.
- Routinely inspect rooms and give written feedback to staff when necessary and liaise with the College Housekeeper/Deputy Housekeeper on any problem areas.
- Monitor safe working practices and carry out risk assessments. Instruct staff on the safe use of chemicals.

Administration/stock monitoring

- Supervise the storeroom, monitor stock and submit weekly chemical orders for all sites. Inform the bed makers and handypersons of all new products introduced into the department.
- Assisting the Housekeeper and Deputy Housekeeper in filing invoices and other paperwork as required.
- Maintain and record stock levels of uniform, duvets, pillows and other linen and authorise disposals when required.
- To authorise the collection and disposal of student belongings/lost property.
- To manage student z-bed bookings and notify the Linen Keeper accordingly.

Other duties

- Assist the Deputy Housekeeper in the College Housekeepers absence.
- Forward plan for replacement bedding and curtains.
- Attend meetings and take minutes as requested.
- Take on cleaning duties when necessary.
- Occasional weekend work may be required.
- Any other duties that may, from time to time, be required.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.

Health and Safety

All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety to 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. An essential part of the duties in the Housekeeping Department involves carrying equipment and materials, which will involve bending and stretching. Staff should be able to perform these duties without difficulty.

Knowledge and skills required

Candidates ideally should have previous experience in supervising or managing a large team preferably in a College/residential or conference environment. The post holder must have the ability to work under pressure, be able to communicate with tact and discretion, and the ability to work with minimum supervision.
The jobholder must be familiar with Word and Excel. Training will be given for College systems e.g. Works Requests

Employment Details

Rate of Pay: £24,486 – £24,697 per annum pro rata on an incremental scale.

Hours: Hours of work are 30 per week, Monday-Friday 0800 to 1400.

Holiday: 25 working days plus 8 public holidays (pro rata for part-time post holders). Annual leave will normally be taken out of term by agreement with the College Housekeeper.

Housing allowance: Upon successful completion of the probationary period staff are normally eligible to receive the housing allowance currently set at £1020 pa (pro rata for part-time staff), which is paid quarterly.

Meals: Meals are provided for staff whose duties cover this period.

Pension scheme: A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out.

Private Health Care: The College provides free health care currently through membership of BUPA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.

Gym: Membership of the College gym is available for a modest fee. Inductions are compulsory.

Sports & Social Club: The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.