HOUSEKEEPING DEPARTMENT

JOB DESCRIPTION

Position: Bedmaker

Hours: Part-time, minimum 15 hours per week, some weekend work required during the College vacation periods.

Overall Objective:

- To ensure the highest level of housekeeping is achieved in all areas of the College.

Reports to:

- Housekeeping Manager with day to day supervision by Deputy Housekeeping Manager and Domestic Supervisors.

Responsibilities:

- Cleaning of designated areas of the College to include students rooms, fellows rooms and guests rooms on a daily basis.
- To ensure the required standards of cleanliness and hygiene are maintained at all times.
- To follow safe working practices to ensure the area of work is kept safe, clean and tidy at all times.
- To adhere to health, safety and security regulations including fire regulations, COSHH, manual handling and working at height regulations.
- To report faults and issues.
- Ensure cleaning stores areas are kept stocked correctly and tidy at all times.
- Ensure equipment is used correctly and is in good working order.
- To organise linen and equipment to ensure adequate supplies are available as needed.
- To provide cover for other areas of the college when necessary.
- To engage with staff, students and visitors with a professional and courteous manner.
- To carry out any other task which is consistent with the aims of the post as requested by the Housekeeping Manager.

To Apply

To apply for this post please complete the application form and return to Miss Amy Brown, College Administrator, Robinson College, Grange Road, Cambridge CB3 9AN or by email: ab963@cam.ac.uk.