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# PETERHOUSE

# CAMBRIDGE, CB2 1RD

# Job Description

**Job Title:** Domestic Supervisor (part-time)

**Hours:** Monday to Friday 30 hours per week, 7am start time

**Responsible to: T**he Accommodation and Housekeeping Manager via the Assistant Housekeeper

**About Peterhouse**

Peterhouse is one of the smaller colleges and has a friendly close-knit environment. It is centred on a 25-acre site and encompasses a wide range of residential buildings as detailed above. The role will assistant in maintaining a high level of professional housekeeping throughout Peterhouse, currently including 270 undergraduate student rooms, 150 graduate rooms 55 Fellows’ rooms and studies, offices, public areas and the Master’s Lodge.

There is a separate Maintenance Department, which provides a full repair and maintenance service for all rooms throughout the College. The Housekeeping and Maintenance Departments, as well as the Porter’s Lodge and the Conference Department, liaise regularly to ensure the smooth running of the College. The rooms are occupied by undergraduate students during term times, but in the vacations, external conferences provide a valuable income to the College and a hotel standard of housekeeping service is required for conference delegates.

**Nature of the post**

To assist the Housekeeping Department to provide a top quality housekeeping service. The Domestic Supervisor will be a working supervisor and expected to use his/her initiative to ensure the completion of work in accordance with the instructions of the Accommodation and Housekeeping Manager and Assistant Housekeeper. The supervisor will be responsible for cleaning certain houses and carrying out the day-to-day supervision of Domestic Assistants.

**Duties and Responsibilities**

* To carry out routine housekeeping of communal areas within the designated properties, ensuring the highest standards of housekeeping, cleanliness, and hygiene are maintained
* To supervise the work of Domestic Assistants, ensuring the highest standards of housekeeping, cleanliness, and hygiene are maintained
* To organise and carry out, with appropriate support, the regular deep cleaning of houses, including student bedrooms and all communal areas, which will include cleaning of carpets, fridges, freezers, cookers. This will include liaison with students in residence and with the College’s Maintenance Department to manage this effectively
* To monitor the arrivals and departures of students on the accommodation database, ensuring that rooms are checked on departure and any damage reported to the Assistant Housekeeper
* To ensure that rooms are cleaned and prepared for new occupants, and room inventories are kept updated
* To carry out minor maintenance tasks, such as cleaning shower heads and traps, and replacing light bulbs
* To report larger tasks to the Maintenance Department via the fixit system
* To report any damage to the Assistant Housekeeper or Maintenance department as appropriate
* To act in students’ best interests and report any concerns about welfare to the Assistant Housekeeper or Accommodation and Housekeeping Manager
* To carry out Health and Safety checks and to be rigorous in reporting possible hazards and equipment faults
* To observe COSHH regulations at all times
* To organise cover for staff absences within the designated area
* To communicate effectively with the Housekeeping Team, the Accommodation Office, the Maintenance Department, and students (via email, telephone or verbally)
* To liaise with students and staff when arranging and carrying out work, having full regard to their needs
* To ensure that properties are left in a clean and safe state on completion of work
* To check the condition of mattresses, carpets, curtains and cleaning equipment and to recommend the cleaning or replacement of these items when necessary
* To report any unsafe conditions, faulty appliances, installations or equipment that do not comply with current regulations discovered during the course of work
* To undertake additional duties and responsibilities as may, from time-to-time, be required, as are reasonably commensurate with the post
* To attend regular Supervisor Meetings
* To attend any relevant training
* To carry out other reasonable duties within their capabilities as required, including working in other areas of College

**Person Specification**

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| **Knowledge*** Domestic work, requirements and routines
* Basic IT knowledge sufficient to consult a database and manage email correspondence
* COSHH regulations as they apply to domestic work
* Health and Safety requirements as applied to domestic work
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| **Skills & Abilities*** Able to cope calmly and efficiently with several tasks, including unplanned tasks
* Able and willing to work as part of the team when required, including physical tasks such as lifting mattresses, carrying vacuum cleaners etc.
* Ability to manage and direct a team to achieve a required outcome
* Able to communicate effectively with a wide range of people
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| **Experience*** Domestic work including housekeeping, deep cleaning, and presentation of rooms
* Supervising a team or the ability to learn
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#### **Hours of Work**

#### The hours of work 30 hours per week Monday to Friday, 7.00am start time.

**Salary**

**The salary for the role is £12.25 per hour**

#### **Health and Safety**

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of 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. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

#### **Additional Benefits & Information**

The holiday entitlement is 25 days per annum plus 8 bank and public holidays. The College provides a uniform; together with car parking whilst on duty, which is subject to availability. The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva. Lunch is provided free of charge when on duty over lunchtime and when the College kitchens are open.

The closing date is 30th March 2023. Completed applications forms should be returned to hr@pet.cam.ac.uk