Job Title: Janitor/Domestic Assistant

Hours: Monday to Friday; 37.5 hours

General area of work: Conference rooms, undergraduate and graduate rooms, Fellows’ sets, guest rooms, Boathouse, public areas throughout College

Responsible to: The 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 assist in maintaining a high level of professional housekeeping throughout Peterhouse, currently including 270 undergraduate student rooms, 150 graduate rooms, 55 Fellow’s 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 support the needs of the Housekeeping team as necessary, including general cleaning, setting of guest rooms, oversight of Boathouse cleaning, movement of furniture as needed around the College site, and oversight of a programme of window and carpet cleaning. Also, to support the work of the Janitors with organising linen, cleaning rooms, and areas of the College (including off-site houses in Parkside and Warkworth Street).

Duties and responsibilities
- To move furniture as needed including conference room set up to requirements
- To clean the gym and Boathouse and also offices/rooms as needed
- To change and make up guest rooms to the specified standard
- To clean public areas (inside and out), bathroom, and gyp (kitchen)
- To carry out a programme of window cleaning and carpet cleaning as required and as directed
- To clear rubbish as needed and put out for collection
To assist with movement of laundry
To clean rooms to the standards specified by the Assistant Housekeeper

Other Duties
To maintain all cleaning materials and equipment in a safe and secure manner to comply with COSHH regulations
To observe all fire regulations are maintained in the property and report problems as necessary
To report any Health and Safety defects, faults, or matters of maintenance immediately to the Domestic Supervisor or Assistant Housekeeper
To act in students’ best interests and report any concerns about welfare to the Domestic Supervisor or Assistant Housekeeper
To report if a student has not been seen for 48 hours to the Assistant Housekeeper
To assist in packing and sending dirty laundry (twice weekly or as necessary)
Any other reasonable duties that may be required and that are compatible with the nature of the job

Skills & Abilities
Practical/hands-on
Good organisation of workload
Strong attention to detail
Flexible approach to the work of the team
Reliable and punctual
Ability to maintain good relationships with students and staff

Hours of Work
The hours of work are 8.00am to 4.00pm (with half an hour lunch break), Monday to Friday, 37.5 hours per week.

Salary
The salary for the role is £17,062 per annum.

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.

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 College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.
The closing date is midnight Monday 25th February 2019 at 8.00am. Completed applications forms should be returned to:-

The Human Resources Manager
Peterhouse
Trumpington Street
Cambridge
CB2 1RD

Or emailed to hr@pet.cam.ac.uk