

EMMANUEL COLLEGE



Bedmaker - Summary of Duties

Role of Bedmaker (Cleaner)

RESPONSIBLE TO – Household Supervisor

LINE MANAGER – Housekeeping Manager

Background Information

The College has a tranquil setting in the heart of central Cambridge making it easily accessible and is known for its welcoming and friendly environment for all the members of the college.

The Household Department is responsible for the general cleaning across the entire College site including off-site accommodation. The role of the bedmaker is responsible for cleaning a variety of areas across the College including student and fellow's accommodation, study areas, guest houses and offices.

The College is seeking friendly, flexible and reliable individuals to join the Housekeeping team providing a high standard of cleaning services across the College.

Principal Responsibilities

Carry out the routine cleaning of allocated areas of the College, to include:

- Cleaning of bathroom facilities
- Cleaning of kitchen areas including GIP rooms
- Cleaning of corridors and staircases
- Cleaning of guest and student accommodation
- The changing of bed linen is required for guest accommodation and during conference periods only
- Occasional weekend working is required during graduation
- Some weekend working is available for guest rooms and occasional conferences

Remuneration

The College Terms and Conditions of Employment provide for:

- Start time between 7.45am and 9am each morning, Monday to Friday
- 25 days annual holiday for full-time positions (pro-rata for part-time posts), in addition to statutory bank and public holidays.
- membership of a contributory pension scheme (employees' contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Rate of pay is £12.15 per hour; 20 hours per week - £12,680 per annum, 25 hours per week - £15,850 per annum.

Other benefits include:

- Travel to work loan scheme,
- Access to the College Gym
- Permanent Health Insurance
- Life Insurance in conjunction with pension schemes,
- Various discount schemes are available from local traders

Application

Applications should be made via completion of an application form available from www.emma.cam.ac.uk/jobs.

Applications should be sent via email to hr@emma.cam.ac.uk.