

EMMANUEL COLLEGE

Job Specification

Job Title Household Services Assistant in the Household Department,
Line Manager: Household Services Supervisor

The Post: This post is part of a small section of staff within the Household Department that are responsible for the overall cleanliness of the Public Areas of the College together with providing assistance to the Department more generally. This is a general caretaking role but it is essential that the post holder has a current, full, clean UK driving licence. This post is 5 days per week with some weekend working.

Specific duties:

Using own initiative, to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

1. Under the direction and guidance of the Household Services Supervisor to clean the public areas of the College including occasional dirty cleaning. The public areas of the College include:
 - The Queen's Building toilets
 - South Court toilets
 - Front Court toilets – twice daily
 - The Ante Room toilets - daily
 - South Court corridors
 - North Court Tunnel
 - Front Court and Chapel Cloisters and the Entrance to the College
 - All External Passageways, Lights, Ceilings etc
 - E Staircase and Landing
 - Squash Court
2. Chapel cleaning as follows:
 - Washing of marble floors
 - Dusting & polishing wooden surfaces
 - Washing candle holders
 - Occasionally vacuuming the organ balcony area
3. Carry out the routine cleaning of the College's public areas and their furniture, toilets, paths, courtyards, lights and lanterns, etc, ensuring that they are maintained to a high level of cleanliness – to include the glass in Front Court display cupboards.
4. Collection of rubbish from staircases, outside properties and litter bins etc, and the sorting and compacting of rubbish in preparation for it being collected from the site. This will include some litter picking within the College site.

5. The routine cleaning, checking etc of rain water guttering, outside gullies and drains etc, both on the main site and at all outside properties – weekly in the autumn. Clearing the leaves/guttering on the flat roof outside the Master's Bedroom – each month.
6. Assistance with the storage and movement of furniture together with the organisation of the College furniture stores, assistance with the maintenance of a log of furniture moves and furniture stock.
7. Opening of student luggage stores, including booking in and out and maintaining appropriate records.
8. Assembling new furniture i.e. desks, tables.
9. Refuelling, cleaning as required of the College vans, delivery/collection for servicing and repairs.
10. Assistance within the Household Department more generally, for example, with the collection and delivery of laundry and other items. Using the College van to deliver to the College outside properties.
11. On occasion, and on the direction of the Household Services Supervisor, to assist with the work of other domestic departments within the College, this includes, but is not limited to, assisting with the set up and cleaning of public rooms.
12. The observance of recognised safety procedures, the College Health & Safety Policy, the Equal Opportunities Policy, the Computer Acceptable Use Policy and the Data Protection Policy, copies of which are available from your Head of Department.
13. To show proper care and consideration at all times to equipment and furniture and to report to the Household Services Supervisor: breakages, weaknesses and other problems that require attention (such as failed light bulbs).
14. Any other duties and responsibilities relating to the Household Department that may be required from time to time.