

EMMANUEL COLLEGE

JOB DESCRIPTION

Job Title: Part-time Bedmaker

Responsible to:

Your Supervisor's name is as indicated in your contract of employment, however you are ultimately responsible to the Housekeeper or Deputy Housekeeper via your Supervisor for the proper performance of your duties.

Hours of Work:

Normal hours of work are specified in your contract of employment and worked by arrangement with the Housekeeper, the working of extra hours may be needed from time to time, for example during the conference season, during periods of staff absence or some weekends. If weekend morning work is necessary overtime will be paid in accordance with your contract of employment; such work will normally be organised on a rota basis and due notice given. Regular weekend work is available cleaning guest rooms on a voluntary basis, contact the Housekeeper for details. You are personally responsible for ensuring that you work the hours agreed with the Housekeeper, in the event that you fail to do so, a deduction from pay will be made equivalent to the time not worked. The working of "undertime" may be treated as a disciplinary matter.

The Post:

All members of the Household Department are required to carry out such housekeeping duties as may be required by the Housekeeper or representative (i.e. Deputy Housekeeper or Supervisor): when required to work in a specified department, eg the Library, College Offices, the Master's Lodge etc., specific duties will be determined in consultation with the Head of Department or College Officer who is responsible for the department.

General duties of Household staff:

Carry out the routine cleaning of the areas allocated as necessary, maintaining the required standard of cleanliness.

This will include:

- Wiping down, dusting and polishing of all surfaces and furniture - **weekly**
- Sweeping, washing and vacuuming of floors and stairs - **daily**
- Cleaning of toilets, cloakrooms and bathrooms, showers - **daily**
- Cleaning and polishing of brass fittings - **a minimum of twice per week**
- Cleaning of corridors and external steps etc., as necessary - **weekly**
- Cleaning cookers- **weekly**, microwaves, combi ovens, grill pans – **daily**
- Rubbish emptied – **daily**
- Washing down of paintwork - **as and when required**
- Cleaning of Gyp Rooms - **daily**
- Changing bed linen – **as required during the conference season**
- Collection and removal of rubbish – **as required**

Cleaning of student rooms

During term time

Clean sheets must be left in each student room each week. Emptying waste bins, cleaning of sinks, mirrors and vacuuming to be carried out **weekly**

Window ledges and bookshelves should be dusted (with a damp cloth) on a **weekly** basis where possible.

Where applicable, parquet floors to be mopped – **weekly or more frequently if required**

Stairs to be swept and washed– **weekly or more frequently if required, e.g. following a spillage**

Kitchen/room **fridges**, wipe fronts and tops **daily** – defrost and clean at the end of each Term

If a student leaves the waste bin outside their door for more than two days, it is advisable to enter and explain that you need access to clean their room. If a student has been absent from the room for more than 3 days please report this to the Porters' Lodge.

Report to the Housekeeper any use of candles, excessively untidy rooms, the presence of unofficial guests or other risks or contraventions of College Regulations.

During conferences

When a room is occupied by a conference for more than one night, the beds must be made **each day**. Sinks, mirrors, should be cleaned, dusting and vacuuming of floors and waste bins to be emptied daily when a room is occupied or on day of occupation if room previously empty.

Gyp rooms and bathrooms/showers must be cleaned **daily**

Stairs to be swept and washed **weekly** or more frequently especially if there has been a spillage.

Weekend Guest Rooms

A schedule of guest rooms required for the weekend is supplied by the Housekeeping Office. The duties required in these rooms are to include washing up of cups/mugs/trays/cutlery; vacuum cleaning of floors; cleaning of bathrooms, basins and toilets, emptying of rubbish.

As requested to fulfil the duties of other Household department staff during absences such as illness or holiday etc.

To observe recognised safety procedures and the College Health and Safety policy and to observe the College Social Media, Equal Opportunities and Data Protection Policies at all times. Copies of these policies will be handed to you during your induction to employment at Emmanuel.

To show proper care and consideration at all times to equipment and furniture. Report to your supervisor within the area of the College that you work any repairs or damage or other maintenance works that you identify - to the rooms that are allocated to you – for example dripping taps, broken or stiff locks, leaking radiators, loose door handles or broken window catches etc or any broken or damaged furniture, carpets, upholstery. Please report these promptly so that action can be taken.

Any other duties and responsibilities relating to the bedmaking duties that may arise on an occasional or emergency basis as requested by the Housekeeper or representative.

ITEMS TO NOTE

Tea break

Staff are entitled to a 15 minute tea break from 10am to 10.15am each working day. There is no provision for lunch to be taken during the working day however, if you work during the College Kitchen opening time and wish to take advantage of lunch at College expense please make arrangements to do so with the Housekeeper. Please note that time taken to eat lunch must be added to the end of your normal working day.