



# Corpus Christi College Cambridge

## Job Description

**Job Title:** Custodian

**Department:** Porters Lodge

**Responsible to:** Head Porter

**Purpose of Job:** To assist with the management of visitors to the College.

### **Duties and responsibilities:**

#### **1. Manage public entry to the College.**

- Staff the main entrance between agreed opening times and manage entry to the College.
- Take and record payment for entry and merchandise sales using a PDQ machine.
- Ensure all signs/notices governing times, costs and events are in place.
- To answer all enquires as accurately as possible and if in doubt to seek assistance.
- Assist with any events ongoing in the College as necessary.

#### **2. Health and Safety**

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College 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.

#### **3. College Staff Values**

- To uphold the College Staff Values: **Excellence, Collaboration, Respect and Creativity.**

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Head Porter.

**Person Specification**

Criteria	Essential	Desirable
<b>Education/Qualifications</b> <ul style="list-style-type: none"> <li>Educated to GCSE standard or equivalent in English and Mathematics or able to demonstrate suitable competence</li> </ul>	✓	
<b>Knowledge/Experience</b> <ul style="list-style-type: none"> <li>Working in a customer/public facing role</li> <li>Experience of working or living in a college environment</li> <li>Use of a PDQ</li> </ul>		✓ ✓ ✓
<b>Skills</b> <ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Tact and diplomacy</li> <li>Ability to manage conflict</li> </ul>	✓ ✓ ✓	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Friendly welcoming manner</li> <li>Accuracy and attention to detail</li> <li>Resilient</li> </ul>	✓ ✓ ✓	
<b>Physical/Special Requirements</b> <ul style="list-style-type: none"> <li>Ability to spend long periods standing or sitting within the Custodian hut.</li> </ul>	✓	

Issued by Department Head

Simon Harding .....Name



.....Signature

16/05/2024.....Date

Accepted and Understood by Postholder .....Name

.....Signature

.....Date

*This job description will be reviewed periodically when additions and amendments may be made.*