



Corpus Christi College Cambridge

Job Description

Job Title: Bedmaker / Cleaner

Department Housekeeping

Responsible to: Head of Housekeeping

Purpose of Job:

To provide room cleaning and housekeeping services to College accommodation including hostels and public areas

Duties and responsibilities:

- To provide efficient, friendly and positive housekeeping services to all residents, staff, fellows and guests.
- To clean bedrooms including making beds for conferencing and guestrooms, bathrooms, offices, stairs, landings and public rooms to written standards, procedures and frequencies
- To ensure there are working stocks and to use materials effectively and efficiently.
- To ensure electrical items are maintained in good order and to report if repairs are required.
- To advise the Head Housekeeper or a Senior Bedmaker if rooms are found to be in very poor state of care.
- To monitor rooms for damage and report such to the Head Housekeeper or a Senior Bedmaker
- To report routine maintenance requirements for action.
- To report any potential safety hazards to the Head Housekeeper or a Senior Bedmaker
- To provide cover as required (for sickness and holiday) for absent members of the team.
- To attend team or individual meetings as and when required.
- To assist with similar duties at the other College sites when required.
- To undertake all relevant training and development sessions as identified by the Head Housekeeper.
- Other duties as may be required from time to time by the Head Housekeeper or a Senior Bedmaker.

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 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.

College Staff Values

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

Safeguarding

- Corpus Christi College is committed to safeguarding our students and staff and has policies in place to ensure this.

The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Head Housekeeper. The list of duties may be subject to revision at the end of the probationary period

Person Specification

Criteria	Essential	Desirable
Education/Qualifications		
• NVQ Level 1&2 in Cleaning		✓
Knowledge/Experience		
• Experience of cleaning or housekeeping duties (or willingness to undertake training which will be provided.)	✓	
• Similar experience in a Hotel, or College environment		✓
• Knowledge of health and safety regulations including COSHH, PPE, Manual Handling and Working at Heights		✓
Skills		
• Good command of English for verbal and written communication	✓	
• Flexible to work overtime if required – evenings or weekends		✓
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Personal Qualities		
• Conscientious and reliable	✓	
• Ability to self-motivate and be pro-active	✓	
• Ability to work in both a team and alone.	✓	
• To be respectful to others at all levels at all times	✓	
• To be clean and presentable	✓	
• Honest and trustworthy	✓	
Physical/Special Requirements		
• Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access	✓	
• The work is divided approximately 80% indoor and 20% outdoors	✓	
• The ability to handle heavy or awkward items is essential	✓	

Issued by Department HeadName
Signature
Date

Accepted and Understood by PostholderName
Signature
Date

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