Fitzwilliam College

Housekeeper Candidate Information

£10.65 per hour
£20,772 per annum PLUS
£400 recruitment payment

Housekeeper

Reporting to the Housekeeping Manager

Full-time/Part-time Housekeepers
Flexible hours considered

Application Procedure
Applicants should submit a covering letter and CV or application form to **Susan Kay, HR Manager hr@fitz.cam.ac.uk**

Please note this is a rolling recruitment campaign and we will be considering applications during the advertising period.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection

Benefits

- 25 days annual leave, plus Bank Holidays (pro-rata for part-time working)
- Additional holiday in recognition of long service up to a max of 30 days
- Free lunch in College when on duty (working 6 hours or more)
- Free parking (subject to availability) with free electric charging points
- Defined contribution pension scheme with life assurance. (maximum employer contribution of 9%)
- Enhanced Sick Pay after qualifying period
- Enhanced Maternity, Paternity and Adoption pay schemes, subject to qualifying conditions
- Cycle to Work Scheme
- Use of free gym/squash courts/sports facilities
- Agile Working policy (where appropriate) supporting flexible working and environmental benefits
- Free University card providing local savings and discounts and subsidised travel on U bus service
- Long Service Awards
- Support from in-college Wellbeing Co-ordinator including mindfulness sessions
- Active staff events team organising social and sporting events including Christmas and Summer events and an annual ‘Day Out’
- Free weekly yoga sessions
- Free Flu vaccination scheme
- Contribution towards glasses/eye tests for VDU use in line with HSE recommendation up to £50 for glasses and £25 for an eyesight test
- £25 Christmas Voucher

Fitzwilliam is a special and welcoming academic community committed to developing the talents of its students, supporting its Fellows, and the training and professional development of its staff.

Fitzwilliam is one of 31 colleges within the University of Cambridge, and is a community of around 1,000 people, including undergraduates, postgraduates, Fellows and staff. The College is set in beautiful grounds on a large, seven-acre site within 10 minutes' cycle ride of all the major University faculties and departments.

Each new individual who joins Fitzwilliam enriches our College and is encouraged to participate actively in College life. Principles of respect and fairness underpin all our work. Wellbeing is key to high academic and professional achievement and the College plays an important role in providing appropriate support in this regard, for students and staff alike.

Our Housekeepers
Our Housekeeping team takes pride in the service it delivers to the College and each Housekeeper contributes towards ensuring clean, attractive and welcoming surroundings and high standards of cleanliness for students, staff, visitors and delegates alike. We are now looking for full-time Housekeepers to join our friendly professional team as soon as possible.

The principle duties are to clean and service College accommodation, Fellows' sets, public areas, meeting rooms and offices, as directed by the Housekeeping management team. You will be expected to achieve and maintain the College cleaning standards, reporting any faults, breakages and Health and Safety hazards to the Housekeeping management team.

As part of the College's proactive approach to student welfare, you will establish professional, friendly and supportive relationships with students and other residents.

The Role

Candidates should be flexible and reliable with a good level of spoken English. You will enjoy working effectively as part of a team to provide excellent levels of customer care and attention. Previous housekeeping experience is not essential, as full comprehensive training will be given.

Principal Duties
- To undertake bed making and cleaning duties in accordance with a work schedule issued by and directed by the Housekeeping management team.

Standards of Cleanliness and Customer Service
- Delivery of the Accommodation & Housekeeping service Charter and code of conduct.
- Awareness of student welfare issues and reporting of these to the Housekeeping management team.
- Clean and service accommodation, Fellows' sets, public areas, meeting rooms and offices as directed by the Housekeeping management team.
- Be a proactive member of the team working as part of a team or alone as required by the Housekeeping management team.
- Achieve and maintain the cleaning standards as set by the Housekeeping management team.

Health and Safety and Maintenance
- Comply at all times with the requirements of the College Health and Safety policy and positively contribute to maintaining a safe working environment
- Report any Health and Safety hazards to the Housekeeping management team.
- Report any faults or breakages and any area which has been left in a poor state, to the Housekeeping management team.

General Duties
- Adhere to the Accommodation & Housekeeping department's dress code and be punctual for all shifts that are to be worked
- Be flexible and work pre-arranged overtime and weekends as required
- Attend all relevant training as directed by the Housekeeping management team.
- Undertake any other reasonable duties as required by the Housekeeping management team. All employees are expected to work collaboratively to support the overall work of the College.

To carry out any other reasonable duties as required by the Housekeeping Manager.

Person Specification

	Essential	Desirable
Qualifications and Education	Good level of basic education	• Qualified First Aider • Health & Safety/COSHH (full training will be provided)
Knowledge and Experience	• Some experience of cleaning processes ideally in a hospitality setting • Knowledge of customer service standards	
Personal Attributes	• Good communication in English • Ability to work under pressure and to time constraints and following set procedures • Ability to work unsupervised • Good standards of customer service • Conscientious with an eye for detail • Flexible approach to shift/ weekend work	

Tenure and Probation
This is a permanent role and will be subject to satisfactory completion of a six month probationary period.

Hours of Work
37.5 hours per week where full-time.

Recruitment Payment
A £400 recruitment payment will be paid after successful completion of probationary period.

Equality and Diversity
Fitzwilliam College is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. The aim for our workforce is to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

Pre-employment checks

Right to Work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health Declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications (where applicable)
The person specification for this position lists qualifications that are essential for the role. If appointed, you will be asked to provide your relevant original certificates of these qualifications.

References
Offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability
The College welcomes applications from individual with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful to assist them during their employment.