

CASUAL WORK AVAILABLE IN THE HOUSEKEEPING DEPARTMENT

We are looking for flexible and reliable people to work as part of the busy Accommodation & Housekeeping team. 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. Casual staff will be expected to achieve and maintain the college cleaning standards, reporting any faults, breakages and Health and Safety hazards to the Accommodation & Housekeeping Managers.

Candidates should have a friendly, professional approach, with a good level of spoken English and the ability to communicate with College Fellows and staff, students, conference guests and visitors in a friendly and helpful manner. Previous relevant experience is desirable, though not essential, as full training will be given.

This work is offered on a casual basis to assist during the busy conference period from June to September inclusive. Shifts are generally offered on a first come, first served basis and workers are able to volunteer for the shifts that suit their availability. We will have a requirement for additional staff throughout the week and are particularly keen to hear from people who are available to work at weekends.

The rate of pay for casual workers is £7.83 per hour, plus pro rata holiday accrual.

Application Procedure

To apply, please complete an application form (which is available to download from: www.fitz.cam.ac.uk/vacancies or by contacting the HR Officer: hr@fitz.cam.ac.uk or telephone 01223 761050).

Please ensure that you state your availability clearly on your application. Completed applications should be sent as soon as possible to Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG, or email hr@fitz.cam.ac.uk. Informal enquiries are also welcome in the Accommodation & Housekeeping Office: housekeeping.manager@fitz.cam.ac.uk

General Background: (see also www.fitz.cam.ac.uk)

Fitzwilliam College is a dynamic, welcoming, international community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates and 350 full and part-time graduate students, 55 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.3m, hosting over 150 conferences a year, many of which are residential.