



CLARE COLLEGE JOB DESCRIPTION/PERSON SPECIFICATION

JOB TITLE: BEDMAKER

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Department:	HOUSEKEEPING	
Organisation Chart:	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 60%;">ACCOMMODATION MANAGER</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 60%;">SUPERVISORS</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 60%;">BEDMAKER</div>	
Purpose of the Job:	To clean and provide a high quality housekeeping service for designated and common areas within the College maintaining the highest standards of cleaning.	
Responsible to:	Supervisor/Accommodation Manager	
Location:	Any designated College site	
Main Duties and Responsibilities		Time/Frequency
1	Undertake cleaning of designated areas of the College. Areas to include student's rooms, fellow's rooms, guest rooms and communal areas on a daily basis in accordance with housekeeping specifications and standards.	DAILY
2	To carry hoovers and cleaning equipment up multiple stairs where there are no cleaning cupboards.	DAILY
3	To remove rubbish daily.	DAILY
4	To ensure there are adequate working stocks and to use materials effectively.	DAILY
5	To ensure electrical items are maintained in good order and to report if faulty.	AS REQUIRED
6	To advise the Supervisor if rooms are found to be in a very poor state of repair or have been damaged in any way.	AS REQUIRED
7	To report routine maintenance requirements for action.	AS REQUIRED
8	To report all potential safety hazards to the Supervisor.	AS REQUIRED
9	To provide cover for absent members of the team.	AS REQUIRED
10	To attend meetings with the Supervisor or Accommodation Manager as and when required.	AS REQUIRED
11	To undertake all relevant training and development sessions as identified by the Accommodation Manager.	AS REQUIRED
General		
	Any damage to furniture, carpets, curtains or missing or defective items must be reported to the Accommodation Manager or Supervisor immediately.	AS REQUIRED
	The work includes climbing staircases, accessing awkward areas, carrying linen and walking around areas of the College.	AS REQUIRED
	Gas or water leaks, dangerous equipment must be reported to the Maintenance Department.	AS REQUIRED
	Any matter of security must be reported to the Porter's Lodge.	AS REQUIRED
	A tabard is provided by the College and must be worn at all times.	DAILY
	Dress code: White top, black trousers/skirt, sensible shoes. Sandals are not permitted.	DAILY
	You are not permitted to wear headphones whilst working.	DAILY
	During the Conference season and College functions you will be required to work weekends.	AS REQUIRED
	Undertake other related duties that may be requested by management due to the nature and character of the post.	AS REQUIRED
The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Clare College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.		

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	Educated to good standard	
Skills/knowledge/training	<ul style="list-style-type: none"> • Good command of written and spoken English • Organised with an eye for detail • Flexible when necessary • Reliable, honest and motivated • Able to maintain good relations with students and other staff • Good people and communication skills • Able to be discreet and maintain confidentiality is essential • Excellent communication and interpersonal skills • Customer service skills 	
Experience – type and depth of experience required to do the job	<ul style="list-style-type: none"> • Cleaning or housekeeping experience is desirable however full training is available 	<ul style="list-style-type: none"> • Experience of College environment • Knowledge of COSH and Health and Safety at work • Working in a team environment is desirable
Personal attributes	<ul style="list-style-type: none"> • Friendly, co-operative and helpful/approachable. • Responsible and trustworthy. • Ability to work as part of a team. • Flexible approach and accepting of change. • Ability to communicate effectively 	
Special Conditions (e.g. must hold driving licence/able to work weekends)	It is essential that the post holder can work weekends as required in peak times.	
Membership of a professional body		