

**PEMBROKE COLLEGE**

**JOB DESCRIPTION/PERSON SPECIFICATION**

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| **JOB TITLE: BEDMAKER** |

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

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| **Department:** | | **Housekeeping** | | | | |
| |  |  |  | | --- | --- | --- | | **Organisation Chart:** | |  | |  | Bursar | | |  | **🡫** | | |  | Operations Manager | | |  | 🡫 | | |  | Housekeeper | | |  | 🡫 | | |  | Assistant Housekeeper | | |  | 🡫 | | |  | Senior Supervisor | |   🡫   |  |  | | --- | --- | |  | Bedmaker | | | | | | | |
| **Purpose of the Job:** | | To assist the College Housekeeper in helping to ensure that the highest possible standard of housekeeping is achieved in designated College buildings within the allocated budget. | | | | |
| **Responsible to:** | | The Housekeeper. | | | | |
| **Responsible for:** | | * Clean student rooms, communal areas, Fellows’ rooms and guest rooms according to the schedule/rota provided. * Dispose of rubbish and recycling. * Notify team supervisor of any repairs required to broken furniture and fixings, curtain fittings, etc. * Check for and report to team supervisor any carpet/curtain cleaning or damage repair requirements. * Report immediately to team supervisor or the Linen Room team, and before leaving the College, any gas, electricity, plumbing or carpentry maintenance requirements. | | | | |
| **Location:** | | Pembroke College and Hostels. | | | | |
| **Hours of Work:** | | Monday to Friday. Hours of work indicated in Contract of Employment. | | | | |
| **Qualifications:** | | N/A. | | | | |
| **Skills:** | | * Ability to understand and follow written and oral instruction and to communicate with Fellows, students, staff and College guests. * Methodical and thorough in all tasks undertaken. * Ability to achieve and maintain a high standard of hygiene and cleanliness in all rooms allocated. * Willingness to adopt a flexible approach to tasks. * Observant and able to report/follow-up on any areas of concern. * Ability to work with and cover for other members of the staff team during periods of absence. * Perform other related duties as required, in order to ensure the provision of an effective and efficient service across all College properties at all times. | | | | |
| **Work Experience:** | | * Previous experience working in a similar environment would be an advantage. | | | | |
| **Budget Responsibilities:** | | **No** |  | **Annual Budget** | | |
| **Main Duties and Responsibilities** | | | | | **Time/Frequency** | |
| **1** | Clean student rooms, communal areas, Fellows’ rooms and guest rooms according to the schedule provided. | | | |  | |
| **2** | Dispose of rubbish and recycling. | | | |  | |
| **3** | Notify team supervisor of any repairs required to broken furniture and fixings, curtain fittings, etc. | | | |  | |
| **4** | Check for and report to team supervisor any carpet/curtain cleaning or damage repair requirements. | | | |  | |
| **5** | Report immediately to team supervisor or the Linen Room team, and before leaving the College, any gas, electricity, plumbing or carpentry maintenance requirements. | | | |  | |
| **6** | Return keys to their correct place in the Linen Room before departing at the end of the shift. | | | |  | |
| **7** | Provide cover when other Bedmakers in the team are on holiday or sickness leave. | | | |  | |
| **8** | Collect cleaning stores as required and ensure they are locked away appropriately at the end of the day. | | | |  | |
| **9** | Inform the College Housekeeper of any concerns regarding student behaviour. | | | |  | |
| **10** | Undertake any other related duties that arise from the nature and character of the post. | | | |  | |
| 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. Pembroke 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. | | | | | | |
| **Job Description prepared by: Housekeeper**  **Print Name: Kevin Arrowsmith**  **Date: April 2018** | | | | | |

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| **PERSON SPECIFICATION** |

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|  | **Essential** | **Desirable** |
| **Qualifications/academic achievements/education** | * None. |  |
| **Skills/knowledge/training** | * Knowledge of usage and application of cleaning products. |  |
| **Experience – type and depth of experience required to do the job** | * Previous household and domestic experience. | * Work in a College or a similar environment. |
| **Personal attributes** | * Reliable, polite and friendly. * Punctual. |  |
| **Special Conditions (e.g. must hold driving licence/able to work weekends)** |  |  |
| **Membership of a professional body** |  |  |
| **Confidentiality** | * To keep confidential any information relating to colleagues, students or Fellows. | * Experience of working in a confidential environment. |
| **Person Specification prepared by: Kevin Arrowsmith, Housekeeper**  **Date: April, 2018** | | |