



Housekeeping Assistants (Casual)

Ref: 900321

The rate of pay is £9.00 per hour.

Somerville College would welcome applications from candidates who would be interested in carrying work on a casual basis in the Housekeeping Department. The shifts on offer may be mornings and/or weekends. There are no guaranteed minimum hours per day or days per week/day. It is expected that successful applicants will be willing to work all reasonable hours offered and to work flexibly in accordance with the needs of the College.

Consideration will also be given to candidates who are interested in undertaking work for a fixed-term period over the summer conference season from June to October.

The Housekeeping team are responsible for delivering a consistently high quality standard of cleaning and general housekeeping throughout the College. The team carry out cleaning duties on a daily basis and clean any area of the College as required. This may include student rooms, Fellows' rooms, administrative offices, communal areas, bathrooms, toilets and pantry areas. In vacation time Scouts prepare rooms for conference guests after students have departed, including making beds. Conference rooms are serviced daily, changing beds and towels weekly. Housekeeping Assistants are responsible for counting and bagging up of laundry for the Senior Housekeeper in designated areas. They also have an important role in helping the College to maintain its health and safety obligations.

Main duties

- To undertake various cleaning tasks i.e. general dusting of furniture, fixtures and fittings, brushing, polishing, mopping, vacuuming of floors, Bed making, washing of walls and skirting's and glass.
- Use of electrical and mechanical equipment, floor scrubbing/buffer machine and carpet cleaner.
- To clean undergraduate bedrooms in designated work areas as directed by the Housekeeping Manager, or a Senior Scout, to the specified standard.
- To carry out more intensive cleaning of study bedrooms when unoccupied.
- To clean communal areas, such as bathrooms, toilets and pantry/kitchens areas to meet required standards of health and hygiene. Using various Chemicals as instructed by the Housekeeping Department.
- To clean public areas, offices and/or teaching rooms according to a designated area of work.
- To ensure bedrooms are prepared for the arrival of Conference and Bed & Breakfast guests during vacation time.
- To report all maintenance issues to the Senior Scouts, or fill in the maintenance request form in the Linen Room.
- To comply with the College's Health and Safety Policy and COSHH Regulations.
- To comply with the College dress code applicable to the Housekeeping department.
- To report to the Supervisors any issues such as damage to property or furnishings.
- To report any misuse of College property for example fire extinguishers, fire signs, cookers
- To report any items left by students or guests staying in college as instructed in Housekeeping procedures.
- To complete any further duties as reasonably requested by the Supervisors or Assistant Housekeeping Manager.

Application Procedure

Please include:

1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application to: recruitment@some.ox.ac.uk please quote reference 900321 in the heading

Equal Opportunities information collected is not part of the selection process and will not be circulated to the panel. Completion of the monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

There is no closing date for this vacancy.

Applications will be assessed as they arrive and suitable candidates invited to interview. Early application is advised.

Equal Opportunities

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry and progression will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Eligibility to work in the UK

It is a criminal offence for us to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before work can commence.** You will need to provide original documents (where any documents are not in English a certified translation will be required). **Do not include these documents with your application** – they will be requested from you at the appropriate point in the selection process.

References

You are asked to give us details of two people who have agreed to give a reference for you. Please see the application form for details of acceptable referees.

Medical fitness

Any offer of work will be conditional upon receipt of a completed health assessment questionnaire and confirmation from our Occupational Health Service of medical fitness (allowing for any reasonable adjustments in line with the provisions of the Equality Act 2010). The purpose is to: assess medical capability to do the work, determine whether any reasonable adjustments or auxiliary aids may be required, and ensure that none of the requirements of the job would adversely affect any pre-existing health conditions. Work will not commence until medical fitness (and any reasonable adjustments that may be required), is confirmed by the Occupational Health Service.