

## JOB DESCRIPTION

Job Title:	<b>Scout</b>
Salary:	<b>£8.75 per hour plus holiday pay</b>
Responsible to:	<b>Head Housekeeper</b>
Overall Objective:	<b>To provide the highest levels of housekeeping and cleaning services to all College accommodation and office areas</b>
Key Relationships:	<b>Senior Scouts, Domestic staff, students, College visitors and guests</b>

### **Main Tasks:**

- Clean student and staff accommodation, which will include routine cleaning of bedrooms and communal areas to a high standard
- Spring cleaning accommodation at the end of each term
- Bed making and servicing bedrooms for conference guests out of term time
- Changing beds and servicing student accommodation and facilities during the summer school let
- Ensure that the proper use of chemicals is adhered to and COSHH regulations are followed
- Ensure that there is a good understanding of risk assessments and the importance of a safe working environment
- Reasonable duties as requested by the Head Housekeeper will be expected to be undertaken

### **Competencies Required:**

- Experience in a scouting role or similar
- A friendly and approachable manner towards staff, students and visitors
- Good communication skills
- Commitment to quality and pride in standard of work
- The ability to work independently as well as part of a team

### **Terms and Conditions:**

- Pay is monthly by BACS transfer
- The successful applicant will be entitled to join a contributory university pension scheme (OSPS) after successful completion of a 3 month probationary period
- 38 days holiday per year, which includes public holidays and Christmas closure period
- Owing to the nature of the College's operation, applicants may be required to work beyond their contracted hours, for which time off in lieu will be offered
- Applicants should be able to work Saturdays and Sundays and some weekday evenings
- A 20 minute tea break will be provided whilst on duty
- A uniform and name badge will be provided
- Applicants must be physically fit as the site is widespread
- Travel loans are available for buses and trains