



JOB DESCRIPTION

POST: Domestic Cleaner

DATE: August 2011

SERVICE: Campus & Conference Services

POST NO: CCS- H07

STARTING DATE: As soon as possible

SALARY: £13,911 per annum pro rata, equivalent to £7.21 per hour

HOURS: 20 hours per week

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Campus Co-ordinator

THE POST

The postholder will be responsible to the Campus Manager for cleaning of student residences.

MAIN DUTIES AND RESPONSIBILITIES

- Check and clean all areas within the post holders area of responsibility.
- Reporting maintenance requirements to the Campus Supervisor, Campus Co-ordinator and Maintenance team, monitoring fault rectification and reporting any work outstanding to the Campus Manager.
- Report any unacceptable mess left by resident students to the Campus Co-ordinator.
- Report any Health and Safety issues to the Campus Manager.

General Cleaning duties to be carried out according to specification to include:

- Sanitising toilets, toilet furniture should be free from scale and soiling.
- Sweeping, vacuuming and mopping of floors.
- Circulation areas throughout the designated building.
- Cleaning of kitchens on a daily basis where required.
- Any dust removal/high dusting and periodic cleaning as required.
- The inside faces of all windows/doors and glass partitions up to a height of 6 feet.
- Carrying out other duties and tasks from time to time, as may be required by the Campus Management Department.

DETAILED CLEANING SPECIFICATION

These tasks should be carried out on a daily basis unless stated otherwise. It should be noted that the daily operation for domestic staff is different during conference season.

General Tasks

- All power cords for mains operated equipment should be checked on a daily basis prior to use.
- All cleaning chemicals should be kept in a secure area in line with Health and Safety policy.
- All equipment should be kept clean and in good working order e.g. Mop heads should be cleaned in a suitable cleaning solution, cleaning cupboards should be kept clean and tidy at all times, the outside casings of hoovers should be cleaned after every use and the bags checked to ensure they are not full.
- Suitable warning signs should be put out when using mains powered equipment and during mopping tasks.

Toilets, showers and En-suite bathrooms

- Toilets should be clean and free from scale and soiling on both external and internal surfaces.
- Washbasins should be clean and free from scale and soiling on both external and internal surfaces.
- Mirrors should be clean and free from smears.
- Shower door glass should be clean and free from smears and watermarks.
- Floors to be mopped daily using correct cleaning agent leaving floor free from dirt and stains.
- Skirtings should be clean and free from dust/marks.
- Tiles/walls should be clean and free from marks.
- Toilet brush holders should be clean.
- Paper supplies and hand soap to be replaced/refilled on a daily basis where applicable.
- Waste bins to be emptied and bags changed daily.
- The inside faces of all windows/doors and glass partitions up to a height of 6 feet should be clean and free from smears.
- Any dust removal/high dusting and periodic cleaning as required.
- **En-suite bathrooms are the responsibility of resident students during term time.** During conference season this is a daily task.

Kitchens and Kitchenettes

- Tables and chairs to be tidied and reset daily.
- Carpets and hard floors to be hoovered/swept daily/mopped and should be free from dirt/stains.
- Skirtings should be clean and free from dust/marks.
- Kitchen surfaces should be cleaned using appropriate cleaning agent.
- The inside faces of all windows/doors and glass partitions up to a height of 6 feet should be clean and free from smears.
- **Waste bins are the responsibility of resident students.** During conference season this is a daily task.
- Any dust removal/high dusting and periodic cleaning as required.
- Cupboards/fridges/ovens/microwaves to be cleaned periodically. During conference season this is a daily task.
- **Washing up is the responsibility of the resident students.**

Circulation areas

- Carpets and hard floors to be hoovered/swept daily and are free from dirt/stains.
- Skirtings should be clean and free from dust/marks.
- The inside faces of all windows/doors and glass partitions up to a height of 6 feet should be clean and free from smears.
- Any dust removal/high dusting and periodic cleaning as required.
- **Waste bins are the responsibility of resident students.** During conference season this is a daily task.

Bedrooms

These areas are the responsibility of resident students, however during conference season only, these areas should be serviced on a daily basis.

- Operating a laundry service during conference season and daily servicing of bedrooms.
- The inside faces of all windows/doors and glass partitions up to a height of 6 feet should be clean and free from smears.
- Any dust removal/high dusting and periodic cleaning as required.
- Carpets and hard floors to be hoovered/swept daily/mopped and should be free from dirt/stains.
- Skirtings should be clean and free from dust/marks.
- Sinks should be clean and free from scale and soiling on external and internal surfaces.
- Mirrors should be clean and free from smears.
- Daily emptying of waste bins.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be made at Grade 2 Point 3 currently £7.21 per hour. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Normal hours of work will be 20 per week to be worked five days in seven by agreement with your line manager.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University or as otherwise required for the due performance of your duties and responsibilities.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 April.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

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PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I, P and T) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation, T = test

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
EDUCATION/TRAINING						
Manual Handling Training		X	X	X		
Health & Safety Certificate		X	X	X		
Cleaning Qualification		X	X	X		
EXPERIENCE						
Previous experience in cleaning	X		X	X		
Previous experience in commercial/industrial environment		X	X	X		
Previous experience of Key holding/position of trust		X	X			
Customer Care	X		X	X		
Experience of working with young adults		X	X			
KNOWLEDGE						
Knowledge of COSHH regulations		X	X	X		

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
SKILLS/ABILITIES						
Ability to work as part of a team and on own initiative	X			X		
Ability to identify and organise cleaning tasks	X			X		
Ability to prioritise work tasks	X			X		
PERSONALITY						
Team Player	X			X		
Reliable	X			X		
Trustworthy	X			X		
Flexible in approach to work tasks	X			X		
HEALTH						
Ability to negotiate a steep campus, some of which has non-level access and buildings of up to three storeys.	X		X	X		
There may be a requirement to lift heavy equipment, eg., hoovers, buffers, etc	X		X	X		

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports facilities are available, e.g. gym, squash, badminton, cricket, indoor soccer, tennis, etc and staff organise their own sporting activities.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity

We delight in diversity.

Spirituality

We celebrate our Christian Foundation encouraging those living within the Christian Faith, whilst also welcoming those who live within other Faiths and those who have no faith.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.