College Caretaker

Role

To assist the Domus Manager in fulfilling College objectives to provide high standards of Housekeeping support to our students, staff, Fellows and conference delegates.

Job description

Reporting to the Domus Manager, the College Caretaker will work in a small team within the Housekeeping Department to maintain external areas of the College to a high standard, assist with furniture moves and storage, maintain Housekeeping storage areas and manage the recycling and waste removal collections.

Key duties and responsibilities

Furniture removal and storage

- Working with a second Caretaker, assist with requests for furniture moves and storage. (This will include the requirement to drive the College van.)
- Keep furniture stores tidy to comply with health & safety and fire regulations
- Assist with clearance of unwanted items in basements.

Cleaning duties

- Clean and scrub external paving to an acceptable standard
- Sweep pathways, walkways, entrances to staircases, steps, car parks and bicycle sheds
- Cob webbing of all external areas, passageways and walkways
- Clean communal areas in student accommodation
- Clean external glazed panels in doors and internal windows on ground floors
- Clean brass handles on entrance doors
- Clean external light fittings and covers of ceiling lights in offices
- Clean walls at height
- Regularly remove fallen leaves from paths, walkways, cycle sheds, steps, and all other external areas
- Clear walkways of snow and ice during the winter months
- Clean lamp shades at the end of each term
Refuse and recycling

- Collect refuse bags from outside staircases, and transfer them to refuse bins
- Put out all hostel refuse and recycling bins out for collection on the appropriate collection day
- Collect recycling bins, transfer contents to the appropriate waste collection areas, and return them to prevent the build-up of waste and recycling
- Remove and return any glasses, bottles, etc. found throughout the College site
- Collect litter and cigarette butts from all external areas

Housekeeping stores

- Check and store incoming deliveries from suppliers, keeping the stores area clean and tidy to comply with health and safety and fire regulations
- Make up order books and deliver cleaning products to Housekeeping Assistants
- Deliver clean linen to Housekeeping Assistants and collect bags of dirty linen

The post-holder is also expected to undertake any other reasonable tasks within the scope of the post when instructed by the Domus Manager.

These duties may change from time to time due to the needs of the College. You will be notified in advance of any significant changes to these duties.

Where you fit into the structure
Person Specification

Essential skills and experience:

- Previous experience in a Caretaker or similar role
- Physically fit, and able to lift and transport items of furniture and refuse bins
- Good organisational, time management and planning skills
- Excellent personal standards regarding time keeping, attendance and personal presentation
- Able to understand verbal and written instructions
- Reliable, with a methodical and thorough approach to all tasks undertaken
- Ability to achieve and maintain a high standard of hygiene and cleanliness
- Knowledge of correct usage and application of a wide range of cleaning products
- Observant and able to report and follow up on any areas of concern
- A positive ‘can do’ attitude and willingness to adopt a flexible approach to tasks
- Health, safety and security awareness
- Ability to cope with a varied and demanding workload
- Ability to work on own initiative and in harmony with others in a small team
- A valid driving licence
- Honest, trustworthy, and reliable
- Discretion and ability to maintain confidentiality at all times

Desirable skills and experience:

- Cleaning and Support Services NVQ Level 2
- A manual handling training certificate gained within the last 3 years