Job Description

Job Title: Scout

Job Contribution: By sharing responsibility for the efficient performance of key tasks within the Housekeeping Department, you ensure that living accommodation, meeting rooms and other public spaces are cleaned and kept equipped to a standard that fully meets the requirements of students, staff and conference guests.

Reporting to: Team Leader, Head of Housekeeping and Deputy Domestic Bursar

Responsible for:
- maintaining the cleanliness and good hygiene of all accommodation in designated areas and other outside areas during the term and vacation for students, senior members, guests and conference delegates.
- maintaining service delivery by carrying out duties as specified in your work schedule and issued by the Head Scout.
- maintaining the security of the premises where you work and their contents.
- working as a member of a team in order to share tasks in the College to achieve the best possible outcome; in particular, covering holidays and sickness as rostered by the Head Scout who will prioritise your work.
- ensure your actions minimise risks to Health and Safety, by:
  • reporting promptly to your supervisor any health and safety hazards.
  • working safely and obeying all College safety rules as set out in the Staff Handbook.
  • ensuring that waste is disposed of correctly.

Qualities and Experience: The Scouts need to be: communicative; polite, and friendly. No specialist experience is required, but previous work in the cleaning industry is useful and relevant. NVQ1 in Cleaning and Support Services is relevant and useful.

Qualifications: Previous experience relevant but not essential as training will be given as necessary.
**Hours:**  Variable on a part-time basis
5 days out of 7, including weekend working

**Salary:**  £9.30 per hour

**Benefits:**  38 days annual leave pro rata including public holidays, uniform, travel to work scheme, meals on duty (when the kitchen is open) and a generous pension scheme.