

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:	<ul style="list-style-type: none">- 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:<ul style="list-style-type: none">• 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.