



Scout (20 Hours)

Hours: 20 hours per week

Salary: £10.50 per hour

Supervised by: Team Leader, Head of Housekeeping and Domestic Bursar

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.

Responsibilities:

- 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, Experience and Qualifications

- 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.
- Previous experience relevant but not essential as training will be given as necessary.