

Housekeeping Assistant: Job Description

Sarum College is a place of encounter, dialogue and discovery for all who wish to seek truth and grow in a spirit of enquiry. In this place of Christian hospitality, we offer community through lifelong learning as we explore our engagement in work and society.

Located a few yards from the magnificent Salisbury Cathedral, throughout the year we welcome thousands of people for overnight stays – those on courses, guests on sabbatical or retreat, conference delegates and those visiting the city. Some bedrooms have lovely Cathedral or Close rooftop views. We also have a one of the largest theological libraries in southern England and an award-winning bookshop.

The College building comprises 56 bedrooms, 2 flats, a laundry, a refectory, library, chapel, common room, bookshop, a range of meeting rooms and offices. The accommodation comprises 40 en-suite bedrooms (14 twin/double rooms and 26 single rooms) and 12 single standard rooms.

Job Purpose

To ensure that the College is clean and tidy, providing a good first and continued impression for guests.

The Principal Accountabilities Are:

Making bedroom accommodation ready for visitors <ul style="list-style-type: none">stripping beds and re-makinghoovering and polishingcleaning bathroomsreplenishing hospitality items	20%
Cleaning all public areas, staff offices, conference and meeting rooms <ul style="list-style-type: none">hoovering and polishing all areascleaning toilet areasrubbish and recycling collection	70%
Assisting with the laundry <ul style="list-style-type: none">washing, drying and ironing bed and bathroom linenstoring items ready for use	10%

You will be required to provide the same services, as and when requested, to 'related undertakings' of the employer.

In Addition:

Meeting designated Health & Safety responsibilities and carrying out such other duties as the Trust may from time to time reasonably require.

Job Details

Hours	<p>A 16 hours rota which will comprise 3.5 hours per day for 2 days and 3 hours for 3 days. Normal working hours are between 5pm and 8.30pm for hours worked on a Monday to Friday and between 9.30am and 1pm for hours worked on a Saturday or Sunday.</p> <p>A 5 week rolling rota has been prepared which incorporates one Saturday and one Sunday in each five week period. The College will make every effort to comply with the rota, but from time to time it may be necessary to vary it according to the needs of the business and in such circumstances as much notice as is possible will be given.</p> <p>Where your scheduled day for working falls on a Bank Holiday, the College may require you to work. In such circumstances the College will pay you double time.</p>
Remuneration	<p>The hourly rate of pay is £8.05 per hour. The monthly salary for a 16 hour per week post is £558.14.</p> <p>Sarum operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8.5% of salary including life cover.</p>
Annual Leave	<p>The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period.</p>
Line Manager	<p>Deputy Director of Hospitality</p>

Housekeeping Assistant: Person Specification

Essential

- basic values of honesty, reliability, politeness and courtesy
- sympathy with the purpose and wholehearted commitment to core values of Sarum
- the ability to be a team player as part of the hospitality team
- ability to work without close supervision whilst meeting priorities for the business
- experience of representing an organisation's work and activities as a member of the hospitality team
- organisation and thoroughness: preparing bedrooms in the minimum length of time whilst respecting the College's procedures
- ability to maintain appropriately directed energy and stamina
- to be eligible to work in the UK and to be able to provide proof

Desirable

- experience of working in a hotel or similar environment
- experience of delivering a high level of service whilst working under pressure