

Job Description: Housekeeping Assistant (20 hours per week)

Sarum College is an ecumenical centre for Christian study and research where our passion is learning that nourishes the human spirit. We welcome people of all faiths and none, we offer space and time for enquiring minds to grow in wisdom and courage.

We strive to ensure that every person who comes through our doors, whether for a three- year part time MA, a short course, or to browse the bookshop or library, or to stay for bed and breakfast or as a member using the college as a conference setting, leaves the college with a sense that their spirit has been nourished.

Core Values

As well as the normal basic values of respect, honesty, integrity we expect as a minimum requirement for staff, we have affirmed four core values that form the foundation of all our behaviours and attitudes.

We welcome people of all faiths and none
 We are committed to Sarum because we love it
 We learn together and from each other
 If we can we will

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 College has invested over half a million pounds on upgrading its accommodation and refectory facilities and has a business plan based on continued growth. The accommodation comprises 40 en-suite bedrooms (14 twin/double rooms and 26 single rooms) and 10 single standard rooms.

Job Purpose

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

Principal Accountabilities

<p>Making bedroom accommodation ready for visitors</p> <ul style="list-style-type: none"> • stripping beds and re-making • hoovering and polishing • cleaning bathrooms • replenishing hospitality items 	<p>70%</p>
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<p>Cleaning all public areas, staff offices, conference and meeting rooms</p> <ul style="list-style-type: none"> • hoovering and polishing all areas • cleaning toilet areas • rubbish and recycling collection 	<p>20%</p>
<p>Assisting with the laundry</p> <ul style="list-style-type: none"> • washing, drying and ironing bed and bathroom linen • storing items ready for use 	<p>10%</p>

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
 Carrying out such other duties as the Trust may from time to time reasonably require

Job Details

Hours A 20 hours rota which will be 4 hours per day with a 15 minute break. You will be entitled to an unpaid lunch break of half an hour and lunch at the College at a time agreed with your line manager. Normal working hours are between 8.00 am and 6.00 pm all days of the week.

The rota incorporates a Saturday or Sunday. 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.

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.

Remuneration The hourly rate of pay is £7.30 per hour.
 The monthly salary for a 20 hour per week post is £632.67

Annual leave The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Sarum also operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8% of salary.

Reporting to Deputy Director of Hospitality

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