

Casual Housekeeper

Job Description

The Role

Job title:	Casual Housekeeper
Department:	Commercial Services and Facilities
Responsible to:	Housekeeping Operations Manager
Location:	Cirencester
Salary:	£8.36 phr or £8.91 phr for over 23 yrs old
Hours:	Flexible and variable according to business need

The Purpose

To assist the permanent housekeeping team in the cleaning of student rooms and the preparation for conference guests, cleaning bedrooms, bed making and general cleaning tasks.

Key Responsibilities

- The preparation and cleanliness of all areas on site as directed by the Housekeeping Manager.
- Regular cleaning and servicing of student bedrooms during term time
- Routine daily cleaning and servicing of guest bedrooms throughout the University during conference periods and the conference floor throughout the year
- Regular cleaning and servicing of offices and public areas of the University
- To sort the waste for recycling and take it to the recycling points
- To comply with health and safety requirements at all times, to include the wearing of protective clothing as provided and adhering to correct use of hazardous chemicals as trained
- Ensure University security is maintained at all times, to include locking of bedrooms and safeguarding personal security by adopting safe working practices as trained.

Person Specification

Requirements	Essential or Desirable	Measured By A) Application Form

		B) Interview
Ability to work unsupervised if necessary	E	B
Ability to work to written and or verbal instruction	E	B
Physically fit enough to be mobile on foot around campus, including locations upstairs, to be able to cover all areas on campus	E	A,B

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Application Procedure

If you are interested in applying for this role, please send:

- A University [Casual Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role.