



JOB DESCRIPTION

Job Title:	Housekeeping Assistant
Responsible To:	Housekeeping Manager
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Spine Point 24 on the University's Single Salary Range
Hours:	36.5 Hours per week
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt in at any time.

Job Summary

A Housekeeping Assistant is responsible for keeping clean all areas pertaining to staircase/staircases & Hostels, including on the main College site and in the College owned properties off-site. They may also be required to move furniture around, clean windows, clean carpets and set up conference rooms.

Key Responsibilities

Daily Duties during Term Time and Vacation Time

- a) Clearing rubbish from student rooms, kitchen room areas and other areas of the staircase.
- b) Cleaning thoroughly shower areas, baths, toilets, washbasins in rooms and public areas.
- c) Keeping kitchen room areas clean and tidy including microwave ovens, cooking rings, sinks etc.
- d) Vacuuming all areas and mop if hard floor is present.
- e) Cleaning all skirting boards, dust all ledges and clear all cobwebs.
- f) Staircases and corridors to be cleaned.

Undergraduate Student Rooms

Student rooms should be dusted, vacuumed, and tidied as regularly as possible, at least once a week, more often if appropriate. Where the student has a washbasin in their room this should be cleaned on a regular basis.

En suite Facilities

These should be cleaned regularly, at least once a week, and more if appropriate/required and accessible.

Spring Cleaning

Spring cleaning of rooms is carried out at the end of each term (normally during College vacations).

This should involve all the above and in addition:

- Include the moving of furniture to vacuum behind and underneath it.
- Polishing of furniture, etc.
- De-scale washbasins, shower areas, etc.
- Wash accessible paintwork.
- Routine cleaning of windows (internal and external).

Vacation and Conferences

During vacations the College often has conference guests or visitors staying in College.

Some staircases are used on a regular basis, and this will involve the making of beds and preparing rooms for Conference/Guest use. Linen will need collecting from the linen room during term time and during conference periods or other busy times. You may be allocated staircases or areas which are not usually allocated to you during term time. Details will be given at the time of requirement.

Fellows

Where a Fellow is resident on your staircase the process for the cleaning of rooms is similar to that of student accommodation. However, you will, in some cases, also be requested to make the bed daily as well as change the bed weekly. Clean towels are left as well as tea towels. Washing up is carried out as necessary.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.

- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Previous housekeeping experience 	<ul style="list-style-type: none"> • Experience of working in an educational/campus context or Hotel
Experience	<ul style="list-style-type: none"> • Good communication skills • Good knowledge and awareness of Health and Safety issues • Well organised, methodical, and thorough • Ability to work independently, in a pro-active way as well as work well as part of a team • Ability to cope well with a varied workload • Observant, and ability to follow up issues 	
Skills/knowledge and training	<ul style="list-style-type: none"> • Cheerful, positive disposition • Flexible approach 	
Personal attributes		<ul style="list-style-type: none"> • A full, clean, driving licence

July 2025