



TRINITY HALL  
CAMBRIDGE

**Bedmaker/Cleaner** (20 hours per week Monday - Friday 8:00am – 12:00pm)  
Salary £8,663 per annum plus pension and benefits

Trinity Hall is seeking a reliable and highly efficient Bedmaker/Cleaner to work at our Central Site, Trinity Lane. The successful candidate will work as part of a small, friendly team, and duties will include cleaning of residential and communal areas, and collection and delivery of laundry to student rooms.

To be part of the Trinity Hall Housekeeping team you will be required to offer a degree of flexibility, as you may occasionally be required to work on one of our other sites assisting your work colleagues during busy conference periods.

Some additional hours, including occasional weekend working will be required, particularly in the busy summer conference season.

Experience of domestic work is highly desirable, but training can be given. The successful candidate should relate well to young people and previous experience of working in a college environment would be an advantage. Good previous work references are essential.

The closing date for the above position is Thursday 14<sup>th</sup> June 2018. Interviews will be held w/c 18<sup>th</sup> June 2018.

Applications should be sent by email to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk) or posted to Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk), tel. 01223 764660.

## **JOB DESCRIPTION**

Job title:	Bedmaker/Cleaner.
Responsible to:	Central Site Housekeeper, or such other person determined by the College at any time.
Place of work:	Based at Trinity Hall, Central Site. You may be required to work at other associated sites as required.
Objective:	To ensure that the College's residences and furnishings are kept clean and ready for use when required.
Experience:	Residential domestic work.

### **Main Duties & Responsibilities**

- Perform the cleaning duties described in the attached Work Instructions.
- Provide a cleaning and bedmaking service for college guests during conference periods.
- Report any faults in furnishings, decoration, fixtures and fittings.
- Comply with Health and Safety regulations to ensure safe working practices.
- Ensure that security measures and fire regulations are complied with by other people using College premises and report any non-compliance to the Head of Department.
- Provide short-term cover for absent domestic staff when necessary.
- Undertake further training when required.
- Any other reasonable duties required by the Central Site Housekeeper.

**Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.**