

BRASENOSE COLLEGE

JOB DESCRIPTION

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| Post Title: | Weekend Casual Scout |
| Department: | Housekeeping |
| Responsible to: | Housekeeper and Deputy Housekeeper |
| Rate of Pay: | £9.90 per hour plus holiday pay |
| Hours: | Saturday and Sunday – ad hoc hours between 9am – 2pm |

The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>

JOB DESCRIPTION

Job Purpose:

The post holder is responsible for providing a consistent high standard of cleaning service to residents, staff and visitors to the College and its annexes.

This is a generic job description for a Monday – Friday Scout. Please note that not all the tasks detailed below are carried out by weekend casual scouts. The main requirements will be to clean the Guest rooms and public spaces.

Daily Duties

Cleaning of Residential areas (Students, Fellows Teaching Rooms and Fellows Living Quarters, Guest rooms). To clean the bedrooms, bathrooms, kitchen areas, teaching rooms and corridor/stairwells in the designated work areas as directed by the Housekeeper/Deputy to the specified standard. To empty bins and to ensure adequate supplies of toiletries, clean towels etc. for guests and residents. To wash crockery left in Fellows' Teaching Rooms.

Sanitary Areas

To scrub and de-scale baths, tiles and showerheads where necessary, to clean basins, plugholes, toilets, shower cubicles and around light switches and door handles etc., vacuum and mop floors.

Student Kitchens (Frewin, Hollybush Row and St Cross)

To empty bins, clean worktops, sink, inside microwave, wipe any spillages/splashes on tiles, walls, cupboard fronts, inside oven and inside fridges, vacuum and mop floor, in accordance with specified standards.

Cleaning of Offices (College & Teaching Rooms in Frewin)

To vacuum, dust and empty bins, clean brass on doors and around fires, clean crockery in Bursars' Office, Domestic Bursars' Office and Finance Managers' Office. Replace tea towels and hand towels.

Maintenance issues

To report any defective lighting, plumbing or heating problems to Maintenance. To report any broken equipment such as vacuum cleaners.

General

To report to the Housekeeper/Deputy any student absence and any damage to property including any pictures/posters that are fixed directly to the walls with tack or similar fixture and any unauthorised electrical goods.

Weekly Duties

The cleaning of stairwells and removing cobwebs.

Periodic/seasonal Duties

To carry out the following as directed by the Housekeeper/Deputy.

Student Kitchens (Frewin, Hollybush Row and St Cross)

To thoroughly clean ovens, microwave ovens, refrigerators and freezers, inside cupboards and storage, in accordance with specified standards.

General

Cleaning of sills, walls, doors, floors, shelves, desks, lamps, coffee tables, chairs.

At the end of each term to ensure all cupboards, drawers, wardrobes are clear and clean of belongings from previous residents e.g. food stuff, shampoos, clothes etc. ensuring that items that may be of value to a student are given to the housekeeper for safe storage.

Conferences and B&B Accommodation

Ensuring rooms are thoroughly cleaned after students vacate for holiday and are prepared for the arrival of Conference and Bed and Breakfast guests. Rooms are serviced daily changing bed linen and towels.

Material and Equipment

Ensuring that all cleaning equipment is kept in good working order by cleaning after use and carrying out tasks, e.g. emptying vacuum bags, cleaning filters. Leaving all mop heads, washing cloths and dusters in the locker room so that they can be taken to the laundry room for washing.

General

- To check keys in and out of Lodge each day
- To participate in staff training
- To wear the uniform provided and any protective clothing supplied and follow directions on safe working methods.
- To provide holiday and sickness cover for colleagues, as required by the demands of the service to residents and visitors at various locations.
- To be familiar with, and work in accordance with, all College's policies and procedures.
- To promote a safe, healthy and secure environment

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Housekeeper and their Deputy. This job description may be subject to review in consultation with the post holder.

Other Information: No smoking is allowed on any of the College sites.

PERSON SPECIFICATION

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| | Desirable / Essential |
| Ability to communicate well with all customers and have a good level of spoken English | Essential |
| Ability to work to identified cleaning standards | Essential |
| Possess excellent customer service skills | Essential |
| Ability to work as part of a team and offer flexibility to cover for absence of colleague(s) | Essential |
| Flexibility to work weekends | Desirable |
| Be reliable, trustworthy, capable of using own initiative and working alone | Essential |
| Physical Qualities | |
| In excellent health, capable of doing physical work which involves bending, lifting and climbing stairs. | Essential |
| Knowledge and Experience | |
| Experience of paid cleaning work in similar environment | Desirable |
| NVQ in Cleaning, COSHH and Manual Handling | Desirable |

Application process

To apply submit your CV online here <https://submit.bnc.ox.ac.uk/> using the *Applications for Non-Academic Appointments* box.

Closing date: 5pm on Monday 31 January 2022.

Applications will be reviewed on receipt and shortlisted candidates will be invited for an interview

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

January 2022