

# Job Description & Person Specification

## Housekeeping Assistant (25 hours per week)

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Sarum College is a place of encounter, dialogue and discovery for all who wish to seek truth and grow in a spirit of enquiry. In this place of Christian hospitality, we offer community through lifelong learning as we explore our engagement in work and society.

Located a few yards from the magnificent Salisbury Cathedral, throughout the year we welcome thousands of people for overnight stays – those on courses, guests on sabbatical or retreat, conference delegates and those visiting the city. Some bedrooms have lovely Cathedral or Close rooftop views. We also have a one of the largest theological libraries in southern England and an award-winning bookshop.

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 accommodation comprises 40 en-suite bedrooms (14 twin/double rooms and 26 single rooms) and 12 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

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

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 25 hours rota which will be 5 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.

**Duration:** The post is a temporary appointment. The start date is 6<sup>th</sup> August and the contract will end on 31<sup>st</sup> December 2018

**Remuneration:** The hourly rate of pay is £8.17 per hour.  
The annual salary for a 25 hour per week post is £10,621

**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. You will be entitled to a pro-rata equivalent of this  
Sarum also operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8.5% 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