



**St Mary's  
University  
Twickenham  
London**

<b>Job Title:</b>	Seasonal Cleaner (Student Accommodation)
<b>Department:</b>	Estates & Facilities
<b>Reports To:</b>	Cleaning Supervisor and Housekeeping Manager
<b>Grade:</b>	Band B, Point 4
<b>Salary:</b>	£10.55 per hour
<b>Hours:</b>	06:00am – 14:00pm (5 days over 7)
<b>Term:</b>	Fixed Term 17 weeks commencing May 2019

**Job Purpose:**

To provide a high quality cleaning service for the student accommodation and across the University Campus.

**Main Duties and Responsibilities:**

- To participate in training to achieve the standard of the Cleaning Operators Proficiency Certificate under the British Institute of Cleaning Service scheme which ensures a common standard and level of ability for the Housekeeping Department.
- To ensure all sanitary-ware, including but not limited to fittings, fixtures, pipework, radiators, hygienic facilities and wall tiles within the toilet, bathroom and shower areas are clean and hygienic as directed by team supervisors.
- To ensure all student accommodation bedrooms and communal areas are cleaned as per rota and that they meet the required standards.
- To check and restock consumable items as appropriate, ensuring minimum stock levels are maintained.
- To sweep, wet mop, machine clean, scrub and or polish floors, as appropriate for the type of surface within the area to ensure a safe and healthy environment.
- To empty litter bins in your location and ensure you work in line with the University Waste Management Systems
- To ensure all accessible surfaces including stairs, woodwork, facings, walls, skirting and handles, etc. are dusted, wet-washed and are maintained in a clean and hygienic condition.

- To report any faults or difficulties encountered with equipment, services (lighting/water/power), fixtures or fittings are reported to Supervisors and/or Security.
- To ensure individual personal safety and that of others by using hazard warning signs and portable barriers when operating equipment particularly within specialist teaching spaces, workshops where teaching equipment/materials exist and when using steps and step ladders.
- To ensure all carpets and surfaces are cleaned and maintained by using periodic spot stain removal and shampoo treatment to address spillage stains, watermarks, gum and /or other marks.
- To participate in work programmes as appropriate to duties and as directed by the Housekeeping Manager and appointed representatives, which may vary between location, term and non-term weeks, ensuring the University facilities are maintained in a clean and hygienic condition throughout the year.
- To clean internal glass and internal and external door glass where accessible.
- Where practicable and/or as directed, ensure windows and doors are closed and lights switched off.
- Any other duties as reasonably requested by the Manager or Supervisors.

#### PERSON SPECIFICATION

Criteria	Essential (E) Desirable (D)	Assessed by	
		Application	Interview
<b>Knowledge and Qualifications</b>			
Cleaning experience in a similar role	D	X	
Demonstrable Health and Safety principles related to cleaning is required and this should include COSHH – Training will be provided	E	X	X
<b>Skills and Abilities</b>			
To be well organised and thorough in your approach to work	E	X	X
Good interpersonal skills	E		X
To be an effective team worker but also be able to work on own initiative.	E		X
<b>Attributes</b>			

To be flexible and adaptable in working patterns. Requirements may involve work patterns that require daily attendance at different sites and a different shift pattern	E	X	X
To be professional and reliable in your approach to work.	E	X	X

### **University Policies and Procedures**

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

**St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.**