

Summer Casual Worker

Job Description

The Role

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| Job title: | Summer Casual Worker |
| Department: | Commercial Services and Facilities |
| Responsible to: | Campus Services Manager |
| Location: | Cirencester |
| Job Details: | Delivery of housekeeping services to all areas of the campus |
| Salary: | £10.42 phr (23 yrs & over); £10.18 (under 23 yrs), plus holiday pay at 12.07% (equivalent total hourly rate £11.67 or £11.41 per hour) |
| Hours: | Temporary summer casual post up to September: 9.30 am to 3pm, up to 25 hours per week, usually Monday to Friday with occasional weekend and evening work during busy periods |

The Purpose

To assist the housekeeping team in the delivery of housekeeping services to all areas of the campus, including the cleaning of student rooms and the preparation for summer conference guests, cleaning bedrooms, bed making and general tasks.

Key Responsibilities

To work as part of the housekeeping team who look after the cleanliness of all areas on site, servicing student rooms and guest bedrooms during conference periods and ensuring the offices and public areas of the University are kept to the highest standard.

- The preparation and cleanliness of all areas on site as directed by the Housekeeping Manager or Team Leader.
- Regular cleaning and servicing of bedrooms
- Routine daily cleaning and servicing of guest bedrooms throughout the University during conference periods and the conference floor throughout the year
- Regular cleaning and servicing of offices and public areas of the University
- To sort the waste for recycling and take it to the recycling points

- To comply with health and safety requirements at all times, to include the wearing of protective clothing as provided and adhering to correct use of hazardous chemicals as trained
- Ensure University security is maintained at all times, to include locking of bedrooms and safeguarding personal security by adopting safe working practices as trained.
- Where required, the cleaning of carpets using the equipment supplied under the direction of the Campus Services Manager.
- The cleaning of all on site windows and general tasks purporting to the on-site cleanliness as directed by the Team Leader or Campus Services Manager

Person Specification

| Requirements | Essential (E) or Desirable (D) | Measured By: A) Application Form B) Interview C) Test/Exercise |
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| A good standard of education – GCSE or equivalent | D | A |
| Excellent interpersonal and verbal communications skills | E | B |
| Excellent customer care skills | E | C |
| Basic Food Hygiene Certificate | D | A |
| Flexibility in working hours | E | B |
| Basic IT Skills | D | C |
| Ability to be able to lift and move heavy objects up to 25kg | E | B |

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure

that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- **Closing date:** 9 June 2023 with **Interviews** during w/c 12 June 2023