



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Cleaner**

Requirement

St John's College wishes to appoint a Cleaner on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

Department Aims: The Domestic Bursar's aim, to which your post is aligned through your sub-department, is to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

Sub-Department Aims: : The primary aim of the Catering and Conference department is to provide for all our customers, a high standard of food and customer service that in turn exceeds their expectations.

Principal Responsibilities and Duties

Job title: Cleaner

Department: Catering

Responsible to: Assistant Catering Manager

Job Purpose: To assist the part time cleaner and to ensure that all public and private rooms within the Department are regularly cleaned and maintained to provide our customers with a high standard of cleanliness and comfort, that in turn exceeds their expectations

Principal Responsibilities

To ensure that cleaning is carried out the postholder will:

- Clean all catering public and private rooms to an acceptable standard.
- Clean catering staff rooms and kitchen corridors.
- Report defects or faults in any of the rooms.
- Ensure all equipment is in working order to provide the best results.

Resources Managed / Facts and Figures:

- Responsible for the upkeep and maintenance of all public and private rooms within the department.

Decision-making:

- Able to prioritise jobs in order of importance whilst maintaining a high standard of cleanliness of the whole Department.
- Responsibility to inform the Catering Management of any faults or defects.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- A general level of education
- Previous experience of working as a cleaner
- Basic Food Hygiene Certificate (Note: If this is not held, full training will be given.)
- Knowledge and practical understanding of regulations relating to Control of Substances Hazardous to Health with respect to cleaning materials
- Right to work in the UK

Skills, Abilities and Competencies:

- A high standard of personal appearance and presentation
- The ability to work unsupervised
- A positive attitude towards work and colleagues

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £18,656.57 – £19,169.69 p.a. (depending on experience)
Hours of work:	36.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Monday 7 February 2022**. Interviews are expected to take place on **Wednesday 9 February 2022**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.