GIRTON COLLEGE
JOB DESCRIPTION

Job Title: Housekeeper: Mistress’ Residence
Department: House Services
Responsible to: House Manager
Line manager for: n/a

Mistress’ Residence

The Mistress’ residence is a large two bedroom flat, situated within the College building; it is the official residence of the Mistress, her family, pets and occasional guests, and includes three public rooms that are in frequent use for, or in association with, College events.

Job Purpose

The Housekeeper to the Mistress’ residence is responsible for the care of the residence, ensuring that all rooms are cleaned and maintained to a high standard, and that the public rooms are well-presented particularly during term time.

Accountabilities

- Being responsible for the general cleaning and housekeeping of the Mistress’ residence (Ground floor entrance, spiral staircase, lower and upper hallways and front steps, guest/visitors toilet, office, sitting room and reception room, dining room, middle hall, two bedrooms with en suite bathrooms, kitchen/utility room), ensuring all spaces are cleaned to a high standard, and kept tidy.

- Liaising with the Mistress’ PA regarding events that may require the use of the Mistress’ flat, and ensuring the public rooms are made ready for those occasions.

- Occasional polishing of the College silver that is on public display in the flat.

- Ironing of all personal laundry and arranging for items to be dry cleaned and repaired where necessary.

- Arranging for the washing of all bedding and towels for the Mistress, her family and guests.

- Ensuring that all maintenance and repairs required are reported to the Head of Maintenance or the House Services Manager/Housekeepers, as appropriate.

- Maintaining Health and Safety procedures by following the guidelines laid down by the House Manager.

- Attending team meetings and any training as required by the House Manager/Housekeepers.

- Such other duties as may be required from time to time.
Person Specification

Experience:

- Experience of working in a cleaning role, within a similar housekeeping position or a domestic setting.

Skills, Abilities and Competencies:

- The ability to work with minimal supervision, cope with a varied workload, and adopt a flexible working approach.

- Meticulous attention to detail in addition to an appreciation of high presentational standards, and the motivation to maintain these standards throughout the residence.

- A diligent and professional approach to work.

- High standards in relation to discretion and confidentiality.

- The ability to communicate well with fellows, staff, students and other College guests.

- An understanding of health and safety issues.

Other:

- Standard DBS clearance is required (check to be organised by the HR department if necessary)

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

September 2018