



DOWNING COLLEGE CAMBRIDGE

Casual Room Checkers (Housekeeping Department)

£8.52 per hour plus holiday pay

About Downing College

Founded in 1800, Downing College in the University of Cambridge has a unique and magnificent setting among twenty acres of lawns and trees, yet is located close to the centre of Cambridge. The open landscape has a superb collection of neo-classical buildings from the nineteenth, twentieth and twenty-first centuries. Those living and working in Downing enjoy a beautiful environment unique in Cambridge in its spaciousness.

The College is composed of approximately 50 Fellows and 165 non-academic staff and its aim is to help all students to develop their academic ability and personal potential during their time here. We pride ourselves on being a friendly and informal community for Fellows, staff and students alike. Set within this expansive and beautiful landscape, Downing also has a thriving conference business and provides customers with a choice of superior conference, meeting and theatre facilities.

Details of the role

The role of Room Checker is a casual post and applications are invited from candidates who are willing to work several shifts of around 3 to 4 hours totalling 10 to 20 hours per week, primarily starting at 10am on weekdays. We can be relatively flexible regarding the days of the week that candidates work.

This is a temporary role while we recruit to the substantive post of Head Housekeeper.

The successful candidates will be paid an hourly rate of £8.52 plus 1.03p holiday pay.

Key Responsibilities

- Collect keys and work paper, ensuring all keys are signed for.
- Check allocated rooms
- Communicate clean and checked bedrooms
- Record and report necessary action if not correct standard
- Log all Maintenance jobs on Distro
- To achieve the highest standards to meet our guests expectations
- To carry out any other duties and responsibilities as may be required.

Essential skills

- Computer literate
- Excellent written and spoken English

Application Process

To apply for this position, please submit your CV and cover letter to the Porters' Lodge for the attention of Human Resources, or via email (below) by **5pm on Wednesday 22 March 2017**.

For further information or queries, please contact:

The HR Office

email: hr@dow.cam.ac.uk

tel: 01223 334820 or 01223 334848

Downing College

Cambridge

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