



## 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](mailto:hr@dow.cam.ac.uk)

tel: 01223 334820 or 01223 334848

Downing College

Cambridge

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