

JOB DESCRIPTION

Job Title: Summer Operational Support Assistant - Cleaning	Rate of Pay: £11.44 per hour plus £1.60 holiday pay
Department: Cleaning Services – Facilities & Estates	
Reporting directly to: Cleaning Supervisor / Cleaning Services Manager	
<p>Other Contacts:</p> <p>Internal: The Cleaning Services Team sits within the Estates & Facilities Department and cover a wide range of services within University of Worcester, including Accommodation, Campus Services, Estates, Grounds, Security, Reception, Commercial bookings, and Catering.</p> <p>External: Contractors, Students and Summer Conferencing guests.</p> <p>The Cleaning Services team provide a full range of customer focused cleaning services meeting the growing needs of the University. These services will include cleaning of all University sites and University managed facilities as well as deep cleaning using specialist equipment.</p> <p>Your place of work will be the University of Worcester. You will be required to work at premises which the University currently has or may subsequently acquire or any premises at which it may from time to time provide services.</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To work alongside the cleaning team to prepare the halls of residence for the summer conferencing season. 2. To work alongside the cleaning team to clean and dress the halls of residence rooms between bookings. 3. To work alongside the cleaning team to launder bedding and towels throughout the summer. 4. To use cleaning materials appropriately as instructed, in accordance with manufacturer printed instructions and COSHH regulations. 5. To ensure that tools and equipment are in good working order, reporting any faults to the Line Manager. 6. To empty and clean bins and remove waste to the designated area, including the separation of waste, i.e. recycling. 7. Once the conferencing season is over to work alongside the cleaning team to prepare the halls of residence for the next semester students. 8. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training. 	

9. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
10. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

***The above does not represent an exhaustive list of duties associated with this role.**