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| **Cleaning Assistant (Catering and Hospitality)** |

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| **Reporting to:** | Catering Supervisor |
| **Working Hours:** | 06.00am – 11.00am (Monday to Friday: 25hrs per week) |
| **Salary:** | £10,673 per year |
| **Annual Leave:** | 26 electable days, 8 statutory days - prorata and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The post holder will primarily be responsible for insuring the cleaning and preparation of our conferencing, catering and residential facilities. This includes cleaning of the conferencing and meeting rooms. The main focus of the role will be based in our business and conferencing areas.

**Duties and Responsibilities of the Job**

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| 1. To maintain areas (both internal and external) to a high standard of cleanliness, this will include Kitchenette, meeting rooms, offices, toilets following a daily and weekly schedule of tasks.   During non-busy periods you may be asked to help other teams throughout the campus as directed by the Catering Supervisor and Student Experience Manager. |
| 1. Undertake manual handling tasks in relation to the setting up of rooms and spaces for events. This will involve moving conferencing furniture. Appropriate manual handling training and equipment will be provided. |
| 1. To liaise with the catering supervisor with regards to room set ups and clients requests, as instructed by the Conferencing and Events Manager. |
| 1. Empty waste paper receptacles as required and comply with wider recycling measures. |
| 1. Report any damage or maintenance requirements found during the course of duty to the Estates Team via the online reporting system. |
| 1. To develop and maintain effective internal relationships to aid the smooth delivery of events. |
| 1. To assist with the servicing of internal/external events – this may include occasional unsociable hours e.g. some early mornings, evenings and weekends. |
| 1. To actively participate in promotional activities at the request of the line manager. |
| 1. Perform all of the above duties in accordance with College policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, Financial Matters and Data Protection Act. |
| 1. To work to promote and apply the College’s safeguarding policy and practices. |
| 1. Any other job related activities as requested appropriate to the grading of the post. |

***Continuous Professional Development***

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Good time keeping and attendance |
| Physically fit with the ability to perform cleaning duties and associated manual handling skills. |
| Passion for working in a customer service related environment. |
| Ability to multi task and keep calm under pressure |
| Team working skills |
| Ability to work on own initiative at times and prioritise effectively |
| Flexible approach to work hours, this may include some pre-arranged weekend working, late nights and early mornings. |
| Cleaning experience in working within an office/educational environment with attention to detail. |
| **Desirable criteria for the post** |
| Previous experience or training in manual handling and COSSH procedures |
| Food Safety L2 Certificate |
| Confidence in using a computer and be willing to learn new skills |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 06.00 to 11.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.