CHURCHILL COLLEGE

Job Title: Bedmaker/Cleaner
Department: Housekeeping
Responsible to: Domestic Manager

General Background

Churchill College was founded in 1958. It comprises an academic community of 700 students and 140 Fellows, with a teaching and research emphasis on science, engineering and technology. Churchill College is the national memorial to Sir Winston Churchill. The Churchill Archives Centre, and the Møller Centre, a dedicated centre for management development, are also located on this west Cambridge campus site.

The College has some 620 junior members both undergraduate and postgraduate. The administration of the College is ultimately the responsibility of the Governing Body, which is made up of the Master and some 150 Fellows.

Please view www.chu.cam.ac.uk for further details about the College.

Overview

The Domestic Manager is responsible for the organisation of the cleaning in the main College premises and the surrounding student hostels, the supervision of Housekeeping staff, and the maintenance and refurbishment of room fabric and furnishings. The Domestic Manager is supported by three Domestic Supervisors and the Assistant Domestic Manager.

Organisational and Reporting Structure

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Bursar
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Domestic Bursar
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Domestic Manager
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Assistant Domestic Manager (Housekeeping)
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Domestic Supervisors (3)
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Hospitality Porters (6) – Bedmakers (28)
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DUTIES AND RESPONSIBILITIES

1. Cleaning of bedrooms, bathrooms and communal areas.
2. Cleaning of communal staircase areas, i.e. kitchen, showers, bathrooms and toilets.
   Daily emptying of rubbish bins in student rooms.
3. Spring cleaning of rooms as students leave the College at the end of Term and the preparation of rooms for commercial guests.

4. The making beds and servicing of rooms during the conference periods.

5. Bringing to the attention of the Domestic Manager any unreasonable behaviour on the part of the residents of the staircase so that necessary action can be taken. This would include any continued untidiness or disrespect to the furniture and fittings.

6. Reporting maintenance and defects to the Housekeeping office.

7. Reporting lost property to the Domestic Supervisors.

8. Maintaining good personal hygiene and appearance.


10. Any other duties as may be assigned by the Domestic Manager or her deputies.

This job description will be reviewed periodically when additions and amendments may be made.