

## EXTERNAL CLEANING ASSISTANT

Job Ref: REQ180443

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Campus Services is the campus hospitality provider at Loughborough University. We provide accommodation and catering within our halls of residence and within our various food and bar outlets for students, staff and visitors.

### Job Description

#### Job Grade

Operational Services Grade 1

#### Job Purpose

Carry out the daily cleaning and upkeep of external residential areas, enhancing the experience for both students and conference guests.

#### Job Duties

##### ***Waste Collection and Disposal***

- Keep external residential areas clean and tidy on a daily basis
- Litter picking and sweeping of entrances and pathways on a daily basis
- Routine deep cleaning of hard areas
- Reactive cleaning as required (signage, entrances, windows, bin areas, graffiti removal, etc).
- Carry out the daily removal of bagged general waste and recycling bags to central bin areas and/or compactors. This will at times involve driving a University vehicle to transport these items and use of a compactor
- Assist in the summer clear out of accommodation when students vacate, assisting with some internal cleaning and movement of furniture
- Take pride in the campus and play an active role in reporting maintenance faults or other issues to the Hall Management

##### ***Health Safety & Hygiene***

- Follow correct working practices in use of equipment and materials and adopt safe working practices to safeguard the safety of others as well as oneself
- COSHH regulations should be followed
- Maintain a high degree of security at all times, will be a key holder whilst working and be expected to follow correct access procedures to buildings and not infringe any data protection regulations

##### ***Training***

- Attend customer service training course
- Attend training session for use of University vehicles

- Attend training session for use of compactor
- Attend any relevant training courses, continue own personal development

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Hall Manager

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Skills and abilities	Ability to carry out all duties and responsibilities of this post, including litter picking, sweeping, power washing (please note this list is not exhaustive)	3
	Ability to work as part of a team and to collaborate with others	3
	Ability to communicate with colleagues, managers, students, and other guests as required.	3
Training	Ability to follow correct and safe working practices in use of equipment	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
Other	To hold a full UK driving licence *	3
	Commitment to observing the University's Equal Opportunities policy at all times	3

\* To meet the requirements set by the University Insurers all employees who are required to drive as part of their job role must be aged 21 or over

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of commercial cleaning external areas	1, 3
Qualifications	Customer service qualification	1, 3

## Conditions of Service

The position is part time and open ended. Salary will be on Operational Services Grade One, £8.01 per hour (plus The Living Wage Supplement).

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1 - 5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## **Informal Enquiries**

Informal enquiries should be made to Linda Moulton, Hall Manager by email at [L.M.Moulton@lboro.ac.uk](mailto:L.M.Moulton@lboro.ac.uk) or by telephone on 01509 223803

## **Applications**

The closing date for receipt of applications is **Sunday 10<sup>th</sup> June 2018**.