

Job Description

General Details

Job title:	Campus Life Assistant – Day Shift
Faculty/School/Service:	Campus and Operational Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours	37 Hours
Grade:	Grade 1
Date Prepared:	October 2021

Job Purpose

- To support the Campus Life team in maintaining clean, tidy and secure internal and external environment within the Catalyst Building
- To provide cleaning services to the University's Catalyst Building in accordance with the University Cleaning Specifications
- To provide excellent levels of customer care
- Uphold the department values of being `**Diligent, Kind and Excellent**` at all times, and act as a role model to others

Relationships

Reporting to:	Cleaning Manager – Campus Facilities Management
Responsible for:	n/a

Main Activities

- Undertake individually or as part of a team, the cleaning of designated areas of University either internal or external in accordance to the required standards and specification
- To ensure that the areas are kept in a clean and hygienic condition. This will include cleaning sweeping, vacuum cleaning, emptying litter/rubbish/ recycling bins, polishing, dusting, carpet cleaning, window cleaning and using the necessary powered equipment where appropriate.
- Designated areas will include toilet and associated facilities

- Maintain and clean all powered equipment and general equipment used for cleaning and ensure that it is in a safe condition. Ensure all rechargeable equipment is placed on appropriate charge post use to ensure continuity of service
- Report any area where faulty equipment, maintenance issues or defects are found
- Use the correct cleaning materials and dilution rates together with the safe handling of all products using resources in the most cost effective and appropriate manner
- Undertake manual handling as instructed to facilitate the movement of furniture or equipment
- Ensure that scheduled work is completed within agreed timescales
- Replacement of consumable items, e.g. soap, toilet rolls, towels, etc. Unpack and store
- External area litter picking, specifically ensuring detailed attention to building entrances and external bins
- Work in compliance with Health and Safety regulations and good working practices
- Reporting of repairs required to cleaning equipment and identified faults and/or repairs required in allocated areas. Attending relevant staff development training courses as directed
- Responsibility for allocated keys, and the operation of building security procedures as directed by the Head of Campus and Operational Services or their nominated deputy
- To ensure the security of rooms is maintained
- To transfer between working areas as instructed by the Cleaning Supervisor or Cleaning Manager.
- Provide excellent levels of customer care to colleagues, staff, students and visitors to the University
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- Any other reasonable duties, as may be required from time to time, by the Head of Campus and Operational Services or their nominated deputy

Special Conditions

Every member of our team makes a difference to our customer's experience. You will come across customers as you walk around our Estate and in every interaction you have throughout the working day; we rely on all of our staff to be diligent, helpful, kind and courteous to all our customers, colleagues and each other.

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our values, teamwork, reliable attendance, dedication and the ability to show diligence, care and respect to our customers, visitors and colleagues.

This is a permanent full time post working 37 hours over a 5 day working week. There may be instances when extra hours are required, but these will be discussed and agreed when necessary.

Within the context of the main activities, some manual handling will be required.

There could be a requirement to travel between University sites, which may be altered as the changing needs of the service require.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.