



JOB DESCRIPTION

Post:	Part-time Scout
Departments:	Dining Services Department
Reports to:	Manciple
Supervised by:	Head Butler
Liaison with:	All other Departments
Hours of Work:	Part-time 35 hours per week (less 20 minutes break each day). Monday – Friday, 7.30am – 2.30pm. Flexibility will be required on some occasions.

AIM:

To clean and maintain designated areas and equipment in a hygienic and satisfactory condition according to work schedules and set standards as directed by the Head Butler.

MAIN RESPONSIBILITIES:

1. Work as part of the Dining Services Team at All Souls College, to ensure a high standard of cleaning.
2. Clean the College Common Rooms, Pantry, Buttery, Hall and Cellar areas to include toilets, showers, washbasins, staircases, corridors, outside areas etc. to a high standard, including polishing, dusting, vacuuming, sweeping, mopping of floors, emptying bins, washing up crockery, glassware and replenishing of consumables etc.
3. Carrying out termly Spring-Clean of the same, to include cleaning and polishing of panelling, the careful dusting of pictures, lights and around light switches, door handles etc as necessary.
4. Clearing Ash & Setting Open Fire (as required).
5. Carry out minor housekeeping maintenance tasks.
6. Rationalising of Newspapers & Journals.
7. Sorting rubbish for recycling and removing to the waste bin areas.
8. Manual handling duties to include the movement of furniture, books, equipment and catering supplies.
9. To ensure the reporting of faults, breakages and health and safety hazards to the Duty Butler or to the Manciple's Office in their absence.
10. To ensure that C.O.S.H.H. regulations relating to any cleaning product are strictly adhered and to always observe the College's policy on Health and Safety.

11. Observe and implement the College's energy efficiency measures, including switching off lights, turning down radiators and closing doors and windows when not in use.
12. To wear the College uniform and PPE as supplied at all times when on duty.
13. Complete training designed to minimize occupational risks to include: COSHH, Manual Handling, Restaurant and Banqueting Skills, (or similar), Food and Beverage Service, Basic Food Hygiene, Step Ladder Safety, First Aid, and other training as advised by the Manciple.
14. Abide by the College Employee Handbook and always observe the College's policy on Health and Safety.
15. Report any problems, defects to difficulties to your immediate supervisors or to the Manciple's Office in his/her absence.

The post holder is expected to undertake any other duties or tasks as reasonably directed or requested by the Head Butler. This job description may be subject to review in consultation with the post holder.

Essential skills and competences:

The successful candidate will need to be able to demonstrate that he or she is, or has:

- a) Excellent cleaning skills with strong commitment to improve standards and service, keen attention to detail.
- b) Manual handling skills, competent to lift and move heavy items such as furniture and linen bundles using the appropriate manual aids where needed.
- c) Strong interpersonal skills, including being a good team member.
- d) Ability to work with minimum supervision, with a flexible and adaptable approach.
- e) Ability to communicate fluently and clearly in spoken English with Fellows, staff and third parties, to follow written instructions, and maintain accurate written records.
- f) Knowledge and understanding of health and safety regulations relating to a dining and cleaning environment.
- g) Excellent attendance and timekeeping.
- h) Smart and well presented at all times.

Desirable

Ideally be trained in cleaning support services, manual handling, steps and ladders and first aid.

REMUNERATION

The normal working hours for this appointment will be 35 hours per week (less 20 minutes lunch break each day). The salary for this post is £12.19 per hour, equivalent to £21,146 per annum for a 33.34 hour week.

PENSION

The appointee will be enrolled automatically in the Universities Superannuation Scheme <https://www.uss.co.uk/> . USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions; the College operates a salary sacrifice scheme in relation to employees' contributions.

HOLIDAYS

Full-time domestic staff are entitled to 20 working days paid leave plus bank holidays and additional days during the College closed period at Christmas/New Year, and Easter. The post holder's holiday entitlement will be pro rata in the first year.

MEDICAL INSURANCE

On satisfactory completion of probation, the appointee and his or her dependants will also be eligible for medical insurance cover for which the College pays the premium although it should be noted that this benefit is taxable.

APPLICATIONS

Please submit your application as soon as possible. Applications will be considered as they arrive and the post will be advertised until filled. Applications should be sent to: Manciple's Secretary & HR Officer, All Souls College, Oxford, OX1 4AL or by e-mail to manciple.secretary@all-souls.ox.ac.uk enclosing:

- a covering letter explaining why you think you would be suitable for the post, including details of your experience.
- [a completed application form](#).
- a completed [Equal Opportunity Monitoring questionnaire](#) which should either be enclosed in a separate envelope (within posted applications) or attached by email with the application. It will not be seen by anyone involved in the selection process but enables the College to monitor the success of its equality policy.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates although it should be noted that the role of Scout requires full mobility within the College which is not equipped with lifts.

All applicants must be eligible to work in the UK and will be asked to bring proof to an interview.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018.