



CHRIST CHURCH UNIVERSITY OF OXFORD

Job Description

TITLE: Scout

GENERAL: Christ Church expects its staff to maintain *high* standards of work at all times in their areas of responsibility. Further, they are expected to follow work instructions related to all aspects of their work as designated by the House Manager under the daily direction of the Deputy House Manager. The House Manager and Deputy House Manager will carry out regular inspections of all areas of work to ensure that the appropriate standards are being maintained.

Should it be necessary, for the smooth operation of Christ Church, you will be expected to work in different areas of the premises (including Liddell and any other outside properties owned or let by Christ Church as *necessary*). You are expected to turn up for work just before your start time to be able to clock-in and ready to start work at the time designated. Flexibility is a pre-requisite of the post and weekend work is required according to the roster set by the House or Deputy House Manager. You will be provided with a uniform which you will be expected to wear at all times whilst at work and to keep clean.

ACCOUNTABILITY: House Manager under the daily direction of the Deputy House Manager.
College Officer: The Steward

HOURS: As per your Statement of Main terms (SMT). Your start and finishing times are fixed and will be notified to you. It is important that you always clock in and clock out at the end of your shift. It is important that you arrive promptly and are ready to start work at the appointed time. If for any reason you are late for work then you must inform the House Manager or in her absence the Deputy House Manager. Similarly, if you need to leave early then you must agree this in advance with the House Manager or in her absence the Deputy House Manager.

All Scouts whose standard work hours are more than six must take an unpaid break of twenty minutes or more during their working day. This break cannot be at the beginning or end of their shift and is designated by the House Manager. They are also entitled to a free lunch when on duty and this **unpaid** break is to be taken at 1230hrs in the Staff Dining Room. They are responsible for booking their lunch in advance and by no later than 1030 hrs each day (Monday – Friday).

As stated in your contract you will be required to work additional hours when authorised and as necessitated by the needs of Christ Church. Additional hours will include weekend work as a pre-requisite of your contract and will be required throughout the year but particularly during conference periods as per the instructions/roster set out by the House and/or Deputy House Manager. We thank you for your cooperation in these matters.

DUTIES:

This list represents the principal duties only of a Scout and flexibility and a willingness to help wherever required are both very important facets of the role. The Scout can call upon the House Manager or Deputy House Manager to assist in resolving problems if in any doubt as to the course of action to take.

- i. Maintain high cleaning standards in designated areas of work in accordance with procedures set out by the House Manager or Deputy House Manager and as set out in brief below:
- ii. Satisfactory cleaning standards will be maintained by undertaking the following tasks in accordance with the relevant staircase cleaning schedule:

In Term:

Vacuum all carpets and sweep other hard surface floors in all common/public areas at *least* once a week and more often if required;

Maintain all public areas within the staircase including high dusting, dusting, sweeping and vacuuming floors at *least* once a week;

Clear and dispose of all rubbish from rooms and from public areas and dispose of black plastic bags in the appropriate refuse area on a *daily* basis;

Where appropriate sweep and clean accessible balconies on a regular basis as required – check them at *least* weekly;

Clean and polish all brass fittings within the staircase at *least* weekly;

Clean room sinks and bathroom areas, including taps, toilets, showers and mirrors on *at least every other day*;

Clean all public bathrooms and toilets on a *daily* basis;

Vacuum, dust and clean rooms thoroughly, including under and behind furniture and high dusting at *least* once a week;

Clean kitchen/tea point areas *daily*. This includes all surfaces and kitchen equipment (ovens, hobs, microwaves, kettles and toasters); floors; tiles etc. Whilst the scout is *not* expected to wash up students' crockery, cutlery, pots and pans they should ensure that students are reminded to do this and to report any build-up of washing up to the House or Deputy House Manager immediately;

Scouts are asked to ensure that they make contact with their students on a daily basis for pastoral reasons, whilst observing the students' rights to privacy. If a bin is left outside the door, then the scout should not enter the room. However, where this happens more than two days in a row, the scout must endeavour to find the student later in the day and agree a time for entry to the room for cleaning purposes either later that day or the following day. In cases where the student is uncooperative then this matter should be brought to the attention of the House or Deputy House Manager immediately. Similarly, if the scout is concerned about the welfare of any student they should again report this matter to the House or Deputy House Manager immediately.

At the End of Term:

At the end of each term, rooms must be thoroughly spring-cleaned. This should also include the washing down of all paintwork; cleaning the lower inside of windows ready for occupation by guests;

Clean and defrost all staircase and room refrigerators at the end of every term;

Ensure you have clean and de-scaled kettles ready for use together with appropriate crockery and cutlery by the end of term;

Check room folders are complete and up to date by the end of term.

Out of Term (Conference/Admissions):

Vacuum all carpets and sweep other hard surface floors in all common/public areas at *least* once a week and more often if required; Where appropriate sweep and clean accessible balconies on a regular basis and check for rubbish daily;

Maintain all public areas within the staircase including high dusting, dusting, sweeping and vacuuming floors at *least* once a week;

Clear and dispose of all rubbish from rooms and from public areas and disposing of black plastic bags in the appropriate refuse area on a *daily* basis;

Clean room sinks, bathroom areas (including taps, toilets, showers and mirrors) and tea points/kitchens on a *daily* basis;

Clean all public bathrooms and toilets on a *daily* basis;

Vacuum, dust and clean rooms thoroughly, including high dusting at *least* once a week or *as soon as rooms are vacated*;

Maintain the visual appearance of an attractive room throughout all vacation periods;

Maintain adequate hospitality service by washing-up cups, glasses etc. and replenishing beverage supplies as necessary on a daily basis;

Make beds daily and change linen as instructed by the House Manager and or Deputy House Manager or as soon as rooms are vacated;

Ensure that you complete each room in its entirety as you go – this is extremely important in order that guests can be given access to their allocated room as soon as possible. Please also make rooms up ready for occupation as soon as they are vacated.

All year round:

Record and report on the appropriate form, any damage to Christ Church property or any hazard encountered during the performance of your duties. The form should be submitted to the Senior Scout each day before 0900 hrs and/or directly to the House or Deputy House Manager. This includes (but is not limited to) damaged or broken equipment, furniture, fixtures, furnishings or glazing and any hazard or other risk to health and safety.

Ensure all soft furnishings are maintained and kept clean – report any misuse or damage immediately to the House or Deputy House Manager by completing the appropriate form.

Maintain a tidy and clean pantry and linen store room.

Follow the guidelines of the Christ Church recycling scheme and prepare appropriate sacks for collection by the Recycling Quad scout. Ensure that recycling is not contaminated and separate out any items as necessary to ensure that recycling is maximised.

Prepare the laundry bag for collection by the laundry service weekly as required. Prepare the appropriate forms detailing the contents of bags sent to the laundry. When the clean laundry is returned to the staircase, the Scout will place it tidily in the linen store and account for the returned items and report any missing items.

Ensure that the pantry is stocked with chemicals and other items to approved levels – DO NOT OVERSTOCK. Replenish the pantry with stock items from the stores as per the procedure which will be explained to you by the House Manager, her Deputy or the Senior Scout.

To provide cover for other scouts as directed by the House Manager or Deputy House Manager.

To undertake any job-related training requested by the College.

Any other duties commensurate with the role.

Other Notes:

(a) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (**Personal Protective Equipment**) at all times; If you are unsure about anything, please ask the House Manager or Deputy House.

(b) It is important that you are always economical in the use of products and energy (**do not over-stock on cleaning materials; turn off all lights, turn down heating and close windows when leaving rooms if a room is empty**).

(c) You will be provided with the College's safeguarding policies and procedures of which you are expected to abide at all times, failure to comply with these policies will lead to disciplinary action.

To play your part in providing an inclusive environment, promoting a positive attitude and pride in your work!

Please refer to the Staff Handbook and/or your Statement of Main Terms for matters relating to benefits.

March 2022