



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**Job Description**

**TITLE:** Summer Scout

**GENERAL:** Christ Church expects its staff to maintain *high* levels of cleanliness and hygiene in their areas of 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 your areas of work to ensure that the appropriate standard is being maintained.

Should it be necessary, for the smooth operation of Christ Church, you will from time to time 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*). Flexibility is a pre-requisite of the post. You will be provided with a uniform which you will be expected to wear at all times whilst at work.

**ACCOUNTABILITY:** to the House Manager under the daily direction of the Deputy House Manager.

**HOURS:** Hours of work will be agreed between you and the House Manager and work will be offered on an 'ad hoc' basis when there is work to be done, including weekend work as required throughout the summer and particularly during busy periods, as per the instructions/roster set out by the House Manager and/or Deputy House Manager.

**DUTIES:**

- i. Maintain satisfactory cleaning standards on their designated staircase or other area, in accordance with procedures set out by the House Manager and/or Deputy House Manager.
- ii. Satisfactory cleaning standards will be maintained by undertaking the following tasks in accordance with the relevant staircase cleaning schedule:

Vacuum all carpets and sweep other hard surface floors;

Dust all surfaces;

Clean room sinks and bathroom areas, including taps, toilets, showers and mirrors;

Clean all public bathrooms and toilets as above;

Maintain all public areas within the staircase including high dusting and sweeping and vacuuming floors;

Cleaning all rubbish from rooms and from public areas and disposing of black plastic bags in the appropriate refuse area;

- iii. Make beds as required and maintain the visual appearance of an attractive room;
- iv. Maintain adequate hospitality service by washing-up cups, glasses etc. and replenishing as necessary generous beverage supplies;
- v. Clean and polish all brass fittings within the staircase daily;
- vi. Maintain a tidy and clean pantry and linen store room;
- vii. Ensure that the pantry is stocked with chemicals and other items to approved levels. Replenish the pantry with stock items from the stores as detailed below;
- viii. To provide cover for other scouts as directed by the House Manager and/or Deputy House Manager;
- ix. To undertake any job-related training requested by the College;
- x. 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 Manager.
- 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) To play your part in providing an inclusive working environment promoting a positive attitude and pride in your work!
- d) 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.
- e) All Summer Scouts must be on their designated staircase, or other area, and at work at all times when they have clocked in at the Porters' Lodge. All Summer Scouts whose standard hours are six or less are permitted one fifteen-minute break during their work day and the House Manager and/or Deputy House Manager must be informed by the Summer Scout of the time that the break will be taken.
- f) All Scouts will collect their own chemicals and other cleaning products from their Senior Scout at times and places designated by them.

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

April 2018