

Weekend Domestic Engineer

Department summary

The Facilities and Estates department at LSU maintains and develops the multi-purpose buildings to the high standard expected by our students, staff and other stakeholders.

Job Description

Job Grade:

LSU Scale 2

Job Purpose

To support the LSU's Facilities Team in delivering an effective and economical cleaning service to all of the Students' Union and associated buildings.

Job Duties

General

- To promote, develop and adhere to a culture of "privacy by design" when requesting, receiving, processing, storing and/or using personal data to maintain institutional compliance with the Data Protection Act 2018 (GDPR);
- To develop and deploy exceptional customer service in order to take ownership of enquiries and reach conclusions effectively;
- To carry out cleaning duties as required by the Director of Facilities such as corridors, foyers, toilets, offices, external areas, public spaces and Nightclub areas etc.
- To implement the laid down procedures for the cleaning of specific areas.
- The cleaner will be required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations. Chemicals must never be mixed.
- The cleaner will be required to use electrical and mechanical equipment such as scrubber dryers and be responsible for the care of all cleaning equipment assigned to you.
- To ensure that cleaning equipment is used in the correct manner according to its function and that equipment is maintained in a safe condition by the reporting of defects to the Domestic Supervisor.
- Any faulty equipment must not be used and reported immediately to the Domestic Supervisor.
- The equipment supplied for specific tasks must be used and reasonable precautions taken to ensure the safety of self, other staff and users of the premises.
- To assist in the general safety/security of buildings by reporting to the Domestic Supervisor any defects encountered during cleaning operations e.g. Trip hazards, slippery floors or stairs, broken furniture, lights not working, dripping taps etc.
- To report to the Domestic Supervisor any defects seen which are likely to affect security, i.e. broken windows, window latches, door locks.
- To collect keys for appropriate areas from the Domestic Supervisor and return them at the end of the shift.
- To adhere to the Ethical and Environmental policy by recycling where possible, closing doors and windows and turning lights off where possible, when work is completed in that area.
- Such other duties as are in keeping with the general nature of the job.

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. All property of Loughborough Student Union must be returned if employment ceases. The post-holder is required to wear protective clothing and equipment provided when on duty. In addition, shoes must be worn which are suitable for the work being carried out.

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 LSU's Health, Safety and Environmental Policy & Procedures.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. All staff should hold a duty and commitment to observing the LSU's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Union policies/procedures.

Successful completion of probation will be dependent on completion of the LSU's mandatory courses which include Respect at Work, Health and Safety and Data Protection.

Organisational Responsibility

Reports to the Director of Facilities.

References

If you are offered a position, this will be subject to the receipt of satisfactory references. Referee details will be requested at the point you are offered the position in order to adhere to relevant data protection legislation.

Conditions of Service

Salary

The position is part-time (weekends), term-time (32 weeks per year) and open-ended. Salary will be on LSU Scale 2 Point 4, currently £16,460 per annum pro-rata (£9.04 per hour).

The appointment will be subject to the LSU's Terms and Conditions of Employment. Benefits include contributory pension scheme, health care cash plan membership, enhanced statutory holidays, staff discounts and access to University facilities.

Hours

This position is offered as part-time, Saturday and Sunday, 5am – 9am (8 hours per week).

Informal enquiries

Informal enquiries should be made to **Chris Spencer, Director of Facilities** by email at ChrisSpencer@LSU.co.uk or by telephone on **01509 635020**.

Person Specification

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 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Experience | Experience of commercial cleaning e.g. offices, hotels or similar environment | 1, 3 |
| Skills and abilities | Ability to carry out all duties and responsibilities of this post, including the cleaning of office areas, corridors, foyers, toilets, etc. | 1, 3 |
| | Ability to work as part of a team and to collaborate with others | 1, 3 |
| | Ability to communicate with colleagues, managers, students, and other guests as required | 1, 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 | Commitment to observing the University's Equal Opportunities policy at all times | 3 |

Desirable Criteria

| Area | Criteria | Stage |
|------------|-------------------------------------------------------------------------------|-------|
| Experience | Experience of commercial cleaning e.g. offices, hotels or similar environment | 1, 3 |