

Job Description: Housekeeper – Part Time



Function:	Facilities Management
Position:	Housekeeper
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Housekeeping Supervisor, Granta Park
Additional reporting line to:	Customer Service Manager, Granta Park
Position location:	Granta Park, Cambridge

1. Purpose of the Job – State concisely the aim of the job.

To support the facilities of the building through routine cleaning and supportive service delivery. To be an ambassador for Sodexo and the services that they provide onsite. This position requires a proactive customer focused individual with an ability to communicate and build relationships at all levels. The person needs to have excellent organisational and communication skills with the ability to challenge in order to further develop the service offer. Financial and company procedures awareness advantageous as the role does require company trading duties.

2. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Working with a range of different people, i.e. AZ clients, AZ customers, Sodexo suppliers, contractors and Sodexo colleagues
- Flexibility and Adaptability in a variety of Facilities support
- Keeping service consistency across the Cambridge Campus

3. Main Assignments– Indicate the main activities / duties to be conducted in the job.

- To provide a 5-star customer service experience to users of an allocated floor plate area
- To ensure that the site rules are followed and to assist the building users in adhering to these
- To report all faults and issues to the relevant service partner as directed by the site services manager
- To deliver a high standard of scheduled cleaning in line with Sodexo's service scope
- Cleaning of office areas including desks, monitor, keyboard, mouse and chairs
- Ensure communal front of house kitchenette and vending areas are to the highest hygiene standard
- Conduct housekeeping in laboratory areas as specified in cleaning schedule and aligned to Sodexo contract requirements
- Ensure waste is emptied and segregated as per hygiene and environmental standards
- Encourage and identify innovations to improve environmental and service sustainability

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Providing excellent Customer Service delivery in line with service agreements
- Positive relationships with AZ customers and Sodexo colleagues
- Ensuring that self, colleagues and customer are working within a safe environment. That any unsafe practices are raised to appropriate members of the team to rectify
- To ensure that the site rules are enforced

5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proactive
- Resilient
- Good listener
- Excellent interpersonal skills
- Reliable and trustworthy
- Can-do attitude

6. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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| ▪ Ability to prioritise |
| ▪ Experience of working within a team |
| ▪ Attention to detail |
| ▪ Ability to work on own initiative |
| ▪ Flexibility that is focused to delivering exceptional customer service |
| ▪ A hands-on approach |

7. Management Approval – To be completed by document owner

Version	2	Date	February 2021
Document Owner	Jessica Hamill		

Employee Signature

Date.....