Job Description

Job Title: Linen Room Supervisor

Post holder:

Reporting to:
The Head Housekeeper, and in her absence to the Deputy Head Housekeeper.

Main Purpose of Role/Overview:
To organise the day to day running of the Linen Room.

The Linen Room Supervisor is a member of the Housekeeping Department which is the focus of much activity that is important both to the daily life of the College and to the perception of the College by visitors and conference guests. The post combines hands-on and some organisational work.

The post holder will be expected to accept a large amount of delegation, be resilient and have the capacity to work without supervision. Good relations with other members of staff, Senior Members and students, will be essential.

Main Responsibilities & Duties:

Standards of Performance/Results:

Daily Tasks
1. Counting and sorting of dirty linen;
2. Organising linen exchange with the linen hire firm;
3. Checking in clean linen;
4. Allocation of weekly linen to staff;
5. Control of protective clothing supplied by the College for Housekeeping and Maintenance personnel;
6. Organising in-house laundry;
7. Ironing;
8. Assisting the Deputy Head Housekeeper with stock control and organising the periodic cleaning of pillows, duvets and mattress protectors in all halls and houses.

Other Duties
1. Issue of bedding and sundries during conference periods;
2. Taking messages when Housekeeping Office is unattended;
3. Issue of staff keys, ensuring they are kept secure and in good order when the Housekeeping Office is unattended;
4. To report any cleaning or maintenance issues to the Housekeepers;
5. At busy times, the post holder will be required to help with general cleaning duties;
6. Other duties as may arise from time to time and as instructed by the Housekeepers.
The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**Significant internal/external relationships:**
The Linen Room Supervisor will need to work closely on a daily basis with the Head Housekeeper and Deputy Head Housekeeper. The post holder will also need to build positive relationships with staff, Senior Members, students, contractors and suppliers.

**Person Specification**

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<tr>
<th>Qualifications, experience and background</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• No specific qualifications required</td>
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<th>Specific knowledge/skills (technical)</th>
<th>Essential</th>
<th>Desirable</th>
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| • Basic IT skills                     |           | • Knowledge of sewing for small repairs on curtains and linen would be advantageous.  
• Understanding of Health and Safety issues. |

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<th>Personal attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Conscientious and resilient</td>
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<td>• Tact and discretion</td>
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<td>• A strong work ethic, take pride in their work and carry it out to a high standard</td>
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<td>• Good interpersonal skills and the ability to communicate well with Senior Members, students, staff, contractors and suppliers</td>
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<th>Team and management skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Ability to work without supervision and as part of a team</td>
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<th>Other</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• A willingness to work flexibly and manage a variable workload</td>
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Main Terms and Conditions of Employment:

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is part-time, 32.5 hours per week, excluding lunch breaks. Working hours will be Monday to Friday 8:00am to 3.00pm. Some weekend work may be required, for example during the conference period, and will be paid as overtime.

The salary, according to qualifications and experience, will be equivalent to point 23 on the University’s Single Spine, for which the present rate is £16,642 per annum (£19,202 full time equivalent).

Holiday entitlement will be 33 days per year, including 8 public holidays (pro rata for part time hours). It may be necessary to work on public holidays which occur during Term time. Leave is taken by arrangement with the Head Housekeeper.

The post holder will be entitled to one free meal per day when on duty (when the Catering Department is open).

Under the rules of Auto Enrolment the post holder may, if appropriate, be auto enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook (November 2018) and Policies & Procedures (May 2018); and subsequent updates which may be amended by the College from time to time.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.