

## New College



### Job Description: Yard Person

Main responsibilities:

Summary: The Yard Person is a member of the Housekeeping team and is responsible for working as part of the Yard Staff Team and for ensuring that tasks are completed to schedule.

Our Yards team are expected to be punctual, clean & smart and able to communicate with all staff, student and college users in a courteous manner. They are also expected to be able to carry out instructions in a timely manner. This is a physically demanding job.

The main content of the work is:

- The movement of goods, stores, stationery, furniture, audio-visual equipment, artifacts etc within the College, its annexes and other sections of the Collegiate University
- Ensuring the College and grounds are kept clean and tidy
- The setting up of meeting rooms.
- Other associated tasks to ensure the smooth running of the Domestic department at New College.

#### Salary and Benefits

##### **Salary**

£15,514 per annum

##### **Hours of Work**

- Monday - Thursday 7.30 am - 4 pm
- Friday 7.30 am - 3 pm

##### **Hours per week**

39 hours per week with occasional weekend overtime.

##### **Benefits**

- Full Training given
- Meals provided whilst on duty
- Uniform provided
- Pension Scheme

#### A. Standards:

- Under the Yard Supervisor's direction should be aware of their responsibilities towards 'customers' (Tutors, staff, students, conference and summer school guests and visitors), are properly trained in customer care and dress appropriately for the work they do.
- Demonstrate the correct standards to staff.
- Follow the Yard Staffs' schedules on a daily and weekly basis.

#### B. Communication & Teamwork:

- Keep the Accommodation Manager and/or Domestic Manager informed of concerns about the day to day tasks and schedules.

#### C. Health and Safety:

- Work within the New College health and safety policy. Ensure that they and their staff are working safely.
- Carry out risk assessments for lifting and other potentially hazardous tasks.
- To wear uniforms provided (including any safety clothing) as instructed.

#### D. Maintenance:

- Report any maintenance defects to the Clerk of Works.
- Progress repairs and report any work not done within a reasonable time.
- Ensure that any equipment used in connection with the yard work is regularly maintained.

#### E. Stores:

- Distribute stores of cleaning materials, linen etc.

#### F. Security:

- Ensure that they are vigilant about security, e.g. by ensuring doors are locked after rooms have been entered and making sure keys are signed in and out.

#### G. Machinery:

- Carry out regular checks to ensure that all machinery used in connection with yard work is properly maintained and safe to use.
- To follow instruction, guidance and training on all machinery.

#### Responsible to:

The Home Bursar through the Accommodation Manager

#### Location:

Any location across the College and its annexes, and from time to time, deliveries within the Collegiate University.