St Edmund's College
University of Cambridge

Job Title	House Porter
Department	Facilities
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Housekeeping Manager
Length of Appointment	Permanent
Nature of Post	30 hours (up to 15 hours per week x 2 split shifts) Mid-week: Evenings Monday: 5PM to 9PM (4 hours) Tuesday – Friday: 4:30PM to 9PM (4.5 hours a day) Weekends: Roughly 4PM to 8PM (4 hours a day)
Salary Range	£13.88p/h

Main Purpose

The House Porter will support the running of College events and upkeep of the College. Working with various teams they will help setup, take down and clean areas of the College as required, ensuring meeting rooms and event locations are set up to the highest standards, assisting the IT team with AV services and ensuring the housekeeping of the site through waste removal.

Key duties & responsibilities

- Coordinate with the Conference & Events team as needed to ensure that rooms for functions (meetings, conferences, and/or events) are prepared and tidied as required. This includes setting up AV equipment, ensuring rooms are clean and cleared, and that equipment is securely stored afterwards.
- Empty rubbish and recycling bins, collect and dispose of rubbish throughout the buildings and grounds.
- Ensure that all public toilet areas are cleaned.
- Assist with deliveries from suppliers, supporting relevant teams with stock control and storage of items.
- Assist with the removal, storage and movement of furniture, equipment, books, etc.
- Maintain areas of the College, both prior to and following any function to the required standard of cleanliness.
- Perform minor repairs and maintenance tasks, providing support to the Maintenance team when needed.
- Report faults and issues via the maintenance ticketing system.

- Being knowledgeable and fully conversant with our fire evacuation plans to ensure the safe setup of rooms or events.
- Ensure that designated staircases, corridors and any other such areas are kept clean, tidy and obstruction-free.
- Support the Porters' Lodge with parking for all functions.
- Work with colleagues to share best practices and ensure policies are adhered to
- Report faults and issues via the maintenance ticketing system.
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter-free.
- The above is not an exhaustive list. The post-holder may be asked to take on different or additional duties as required.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures.
- Complete ad hoc tasks as required.

Person Specification

Experience

- In a similar role is beneficial.
- Experience setting up AV equipment (i.e projectors)

Skills

- Ability to communicate effectively with a wide range of stakeholders.
- Ability to read and follow written and verbal instructions.
- Able to work on their own initiative and make logical decisions.
- Team player with the ability to work independently.
- Excellent customer service.
- Reliable.
- Observant, proactive to follow up on areas of concern.
- Adaptable and flexible.

Org Chart