**DOMESTIC SERVICES SERVICE MANAGER’S DUTIES & RESPONSIBILITIES**

**Cliff Hogan-George** – 07795657291 **Carl Griffiths** – 07887755083   
**Mark Spitzmuller** – 07876444628 **Geoff Lord** – 07771388782   
**Russ Ince** – 07780491139 **Andrew Whitfield** – 01159513011

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| --- | --- | --- | --- |
| **Campus** | **Primary** | **Secondary** | **Comment** |
| University Park (East) 1 | Mark Spitzmuller | Geoff Lord | Coates & Pope; CBS; Wolfson; Boots; NCPE; L2/3/4; M3; ITRC; IH; CRA; Chemistry; Tower; Cripps Computing; Astro Physics. |
| University Park (East) 2 | Russ Ince | Geoff Lord | Arts & Music; DHL; Psychology; Pharmacy; Life Sciences; Estates; |
| University Park (East) 3 | Russ Ince | Carl Griffiths | Mathematical Sciences; Physics; George Green Library; Keighton Auditorium |
| University Park (West) | Geoff Lord | Mark Spitzmuller | Includes Built Environment |
| KMC | Mark Spitzmuller | Russ Ince | Includes Mail Room |
| Jubilee | Carl Griffiths | Russ Ince | Includes Sports Centre |
| Notts City Hospital | Carl Griffiths | Geoff Lord |  |
| Derby City Hospital | Russ Ince | All |  |
| Medical School | Carl Griffiths | Russ Ince |  |
| Sutton Bonington | Russ Ince | Mark Spitzmuller | Includes Sports Centre |
|  |  |  |  |
| Evening & Weekend Staff  David Ross Sports Village | Russ & Mark | All | Cripps Health (CHG)  Day Nursey/ Play Centre (Russ)  DRSV (Mark) |
| PCERT | Geoff Lord | Mark Spitzmuller |  |
| **Disciplines** | | | |
| Discipline & Welfare | All | All | Related to above |
| Health & Safety | All | All | Related to above |
| Quality Control | All | All | Unrelated to above |
| Moves | All | All | Related to Above |
| Recruitment/Induction | Russ Ince | All | N.B. The SM responsible for the area where a vacancy exists is to be involved in the interview/selection process |
| Training | Russ Ince | Carl Griffiths |  |
| Stores/Consumables | Geoff Lord | Carl Griffiths |  |
| Uniforms | Russ Ince | Mark Spitzmuller |  |
| Equipment | Mark Spitzmuller | Russ Ince |  |
| Standard Events/WR | Carl Griffiths | Geoff Lord |  |
| Corporate Events | Mark Spitzmuller | CH-G | Includes Graduation, Open Day, Mayfest etc |
| University Houses | CH-G | All |  |
| Mail Room | Andrew Whitfield | Mark Spitzmuller |  |
| **Support Services** | | | |
| Feminine Hygiene | Russ Ince | CH-G |  |
| Pest Control | Russ Ince | CH-G |  |
| Window Cleaning | Geoff Lord | CH-G |  |
| Waste Management | Mark Spitzmuller | CH-G |  |