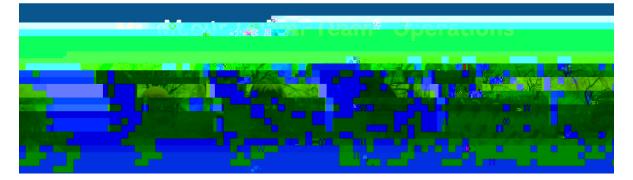
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### Jim, Kath, Gillian, Housekeeping Team and Dave (Porter Team)

## College Operations Team Leader Jim Johnson

I am the Operations Team Leader and co-ordinate our housekeeping and portering services. **Receptionist** Kathryn Cullen

I am the College receptionist, answering a range of day-to-day enquiries, issuing keys, making room bookings and handling student mail. A friendly first point of contact for students and visitors.

#### Housekeeping Team Leader Gillian Embleton

I manage the team of housekeeping staff and support Janice and Jim in the day-to-day domestic operations at Trevelyan College.

#### **Residential Services Assistants (Porters)**

Our porters' team compromises Martyn, Alan, David, Dean, Richie and Colin. There is a porter on duty in college 24 hours a day 7 days a week and they are your first point of contact for any maintenance issues.

# Things to do:

College Welcome Packs

- Purchased any Optional College Charges <
- Signed up for our Welcome Dinners <
  - o Undergraduate9. 000 13/042 7344161 13.760.72 ref\*EMC Span MCattersin@DETducCID

  - Undergraduate <u>Academic Formal</u>
    Postgraduate <u>Postgraduate Welcome Dinner</u>
- Completed the online Consent Matters Course <