

## HOUSEKEEPER JOB PACK

July 2021

Thank you for your interest in the part time / fixed term Housekeeper position. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Justine Buckley, Human Resources Advisor:

Email: [hmailbox@westdean.ac.uk](mailto:hmailbox@westdean.ac.uk)

Tel: 01243 818 313

**Closing date for applications: 25<sup>th</sup> July 2021**

Due to the need to recruit this position as soon as possible, interviews may take place prior to the closing date.

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

### **Diversity & Inclusivity Statement**

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

## JOB DESCRIPTION

JOB TITLE	Housekeeper
DEPARTMENT/DIVISION	Estates / Residential Services
LOCATION	West Dean College
REPORTING TO	House Manager / Housekeeping Supervisor
MAIN PURPOSE OF JOB	To ensure that the Foundation's premises and property are kept in a clean and orderly condition to meet customer expectation.

## GENERAL DUTIES & RESPONSIBILITIES

### Housekeeping

- 1 Ensure that individual working areas, as assigned by the House Manager / Housekeeping Supervisor, are kept in a clean and orderly condition in compliance with housekeeping conservation procedure.
- 2 Clean and polish lighting fixtures, marble surfaces, wood panelling, brass fittings and trim.
- 3 Clean and replenish tea tray.
- 4 Dust, vacuum and clean rooms.
- 5 Wash floors and clean bathrooms and toilets.
- 6 Replenish bathroom supplies.
- 7 Empty rubbish bins.
- 8 Make beds, changing towels and linen.
- 9 Be fully aware of established standards for the servicing of guest rooms.

### Maintenance and Repair

- 1 Ensure that all equipment is in good working order and report any problems to the Housekeeping Supervisor.
- 2 Report any damage to the fabric or contents of the building to the Housekeeping Supervisor.



### Health and Safety

- 1 Ensure that appropriate standards in respect of Health and Safety are maintained.
- 2 Attend Health and Safety briefings and undertake online training as required.

### Security

- 1 Ensure the highest level of security with regarding both to Foundation chattels and guests' belongings.
- 2 Maintain strict control and security of keys.

### Other Duties

- 1 Attend training sessions on housekeeping techniques and conservation procedures as requested by the Housekeeping Supervisor.
- 2 Undertake General Cleaner duties as required.
- 3 Any other duties as may be reasonably requested by your Line Manager.

*This job description is subject to regular review in consultation with the Housekeeper.*



PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge	Experience in a similar position.	Able to operate relevant cleaning equipment.  Knowledge and experience of Health and Safety, particularly COSHH
Skills and Abilities	Excellent customer service and communication skills.  Ability to work on own initiative and as part of a team.  Excellent cleaning skills with good attention to detail.  Ability to follow procedures and effectively manage tasks.  Physically able to do undertake medium lifting (GOR).	
Qualifications		NVQ Level 1 Literacy and Numeracy  City and Guilds/NVQ LI / L2 qualification in Housekeeping (or similar)



## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

### HOUSEKEEPER

- Contract: 3 Month Fixed Term / Part Time
- Duties : As attached job description
- Salary: £16,216.20 Full Time Equivalent / £9,729.72 Pro Rata per annum
- Hours: 21 hours per week (0.6 FTE) / 3 days over 7 (including weekends and bank holidays)
- Holidays: 33 days per holiday year Full Time Equivalent inclusive of Bank Holidays / 19.8 days pro rata
- Benefits: Contributory pension scheme, life assurance, free and discounted places on short courses, free garden entry, discount on retail and food & beverage, free onsite parking.