



November 2018

Thank you for your interest in the post of Housekeeper. 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 to:

Helen Dearing
Human Resources Officer
The Edward James Foundation
West Dean
Chichester
West Sussex
PO18 0QZ

Email: helen.dearing@westdean.org.uk

Tel: 01243 818247

Closing date for applications: Monday 17 December 2018 at 12pm.

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.



JOB TITLE	Housekeeper
DEPARTMENT/DIVISION	Hospitality
LOCATION	West Dean College
REPORTING TO	House Manager
LINE MANAGEMENT	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 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 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 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
At least one year's experience in a similar position.	City and Guilds/NVQ 1/2 qualification in Housekeeping.
Excellent customer service skills.	Experience of working within a similar establishment.
Ability to work as part of a team.	
Ability to work on own initiative.	
Good verbal communication skills.	
Willingness to learn.	

HOUSEKEEPER

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£10,504 per annum (FTE £14,705.60) payable monthly in arrears by BACS transfer.
Hours:	25 hours per week (FTE 35 hours), 5 days over 7, flexible shifts to meet the needs of the business including weekends and bank holidays.
Holidays:	23.5 days per holiday year (FTE 33 days) (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	7 days (FTE 10 days) in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, subsidised meals, Employee Assistance Programme, free and discounted places on short courses at West Dean College.