



ROTHSCHILD
FOUNDATION



WADDESDON

Job Description

Job Title: Christmas Grounds Maintenance Assistant

Managed by: Grounds Maintenance Supervisor, Head of Facilities, Facilities Manager

Department(s): Facilities Department, with close liaison with RWL Trading, Visitor Services and Public Events

Location: Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of 'Rothschild style'.

Visitors today can still see Ferdinand's unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Staff and volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

With the GMS, the GMA is responsible for the daily management of refuse, recycling and site presentation when open to visitors. The GMA follows a daily agreed routine set by the GMS to ensure all refuse is cleared in a timely manner.

The GMA ensures that Waddesdon is always looking its best for visitors, including the cleaning down of signage, building and shed exteriors, and fixtures and fittings including furniture and bollard lights. The GMA ensures that regular litter picking of all visitor areas across the whole site takes place, and that particularly the busiest locations including The Stables, playground and Manor vicinity are always kept tidy and presentable. This position involves the manual handling of heavy loads. Understanding of manual handling would be beneficial.

Key responsibilities:-

Daily catering and trading routine to be followed:

- To remove and assist the Catering Department's morning refuse collection in the following areas: Manor kitchen service passage and cellar head, Coffee Bar, Summer House, Treaterie and Stables Café kitchen, and seasonal Pop-Ups

- To assist with the daily refuse levels across the site to ensure that the end of day collection and following day run is kept to a minimum in all of the above areas
- To remove and assist the Retail department's morning refuse collection in the Power House, Retail Pop-up shop and Manor Shop
- To work closely with all operational supervisors to ensure peaks of trade are managed accordingly during busy days and holidays
- To assist other departments with refuse as and when needed during refurbishments, exhibitions, important deliveries and removals, including marketing materials
- To assist in the collection of refuse during high-volume Christmas season and Christmas Fair
- To assist with the possible new food waste separation arrangements across the site

Daily visitor and overall site routine:

- To empty all visitor bins throughout the day, on an agreed loop, and to remove all rubbish to Middle Yard
- To litter pick on foot regularly throughout the main grounds including around the Manor, the North Front and Fountain, the South Terrace and Parterre, the Aviary, Woodland Playground, pathways, Stables courtyard, and the car park
- To drive the refuse vehicles around site, collecting refuse, and being very mindful of visitors and their safety, including parking vehicles out of sight of visitors when possible
- During the 8-week Christmas season, to work from Thursday to Monday, working alone and unsupervised on Mondays to ensure that the site is presentable and ready to open again for business on the Wednesday morning.
- To ensure the area in front of the entrance is clear of gravel and the wooden blocks are swept daily
- To rake the gravelled "D" area outside the Manor a minimum of once a week (weather depending), and clean the lighting Perspex panels regularly when required
- To sweep the tunnel leading to the toilets each morning prior to 10am, and ensure that the area is tidy and any mud is cleared from the stone gutter at the entrance to the tunnel
- To sweep the Stables courtyard and the gravel and keep tidy
- To litter pick Silk Street, Green Lane, the entrance and exit drive and the car park slip road a minimum of once a week
- To litter pick the grounds at Windmill Hill and the Dairy once a week, around both buildings, and in the courtyard and the car park
- To wipe down on a regular basis all directional signs, umbrella base boxes, green garden planters, bollard lights, furniture and other items which may be covered in mud or dirt, to ensure that they look smart and presentable
- To regularly wipe down the entrance doors to the Power House, the wooden doors in the Stables, the Fountain sheds, and the Stables gents portaloo steps and doors, to ensure they look smart and presentable
- To clear any high level external cobwebs
- To manage the refuse area in Middle Yard
- To be responsible for ensuring that clear recycling bags are put in the AVDC mixed recycling bins and any other recycling requirements are dealt with
- To assist the Facilities team with any minor jobs upon request

- To regularly clear drains and gutters
- To wear the agreed Waddesdon uniform and to represent Waddesdon at all times
- To use a Waddesdon radio to communicate with other staff during the day as required
- To assist the Events Manager or Head of Visitor Operations with any jobs on request, if time is available – including assisting with the set-up of gazebos and sound systems, moving tensa barriers, putting out and collecting signs and cones, and moving boxes of print

General attributes:

- Self-motivated and organised, to be able to work confidently on own initiative, including time management of working hours
- Clean driving license to move around the site in Waddesdon vehicles
- Punctual, reliable, motivated and efficient
- Warm and friendly, with an enthusiastic approach
- Always happy to help out, and willing to learn
- Excellent attention to detail

Terms & Conditions:

Contract Type: Seasonal casual. Starting October until 3 January 2022

Salary: Competitive hourly rate. Dependent on age and experience.

Hours: A maximum of 37.5 hours per week.
From Mid-November working days are Thursday to Sunday 10.30am – 7pm and Monday 10.30am - 2pm, for the Christmas season. Hours may vary and cannot be guaranteed. Your pay will reflect your hours your worked. Hours of work to suit the need of the business.

Annual Leave: your statutory annual leave entitlement is 28 days (20 days plus 8 public holidays), or 5.6 weeks. This will be pro-rat'ed based on actual hours you work. If you work a public holiday, you will be paid double your hourly rate, but your statutory annual leave entitlement will reduce accordingly (i.e. you are being paid double on that date, so therefore not entitled to holiday pay or TOIL far that date).

No annual leave is to be taken during the Christmas period with the exception of Christmas Day and Boxing Day.

Benefits: 20 % staff discounts in our on-site Restaurant and Shops, 10% on wine
Matched company pension scheme up to 10% of salary
Beautiful location working within the charity and heritage sector
Free parking

Application Process

- Send CV and Covering Letter to application@waddesdon.org.uk
- Closing Date: 26 September 2021
- Interview Date: TBC