



ROTHSCHILD  
FOUNDATION



WADDESDON

<b>Job Title:</b> Housekeeping Assistant (part time)	
<b>Managed by:</b> Housekeeping Manager & Housekeeping Supervisor	
<b>Department:</b> Housekeeping	<b>Location:</b> Waddesdon

**Overall purpose:**

A part time Housekeeping Assistant (HA) role within the Housekeeping team, working closely with the Housekeeping Manager, Housekeeping Supervisor and within a team of 8 part time Housekeeping Assistants.

The HA is responsible for ensuring consistent and thorough cleaning of visitor and staff areas and accommodation across the operation, maintaining high standards and making most efficient use of the staffing resource.

**Key responsibilities:-**

The main areas of responsibility for the Housekeeping Assistant are as follows:

- Cleaning allocated areas to the highest possible standard in the manner laid down by the Housekeeping Manager & Supervisor
- Ensuring that the presentation of the areas for which they are responsible is to the highest standard
- Ensuring that the cleaning stock cupboards are properly stocked
- If appropriate, during the absence of another Housekeeping Assistant, covering that Housekeeping Assistant's areas of responsibility in addition to her own, in agreement with the Housekeeping Manager & Supervisor
- Reporting any maintenance or security issues to the Housekeeping Manager & Supervisor
- If required, helping out at other areas around the Property, as directed by the Housekeeping Manager & Supervisor

## General Attributes and requirements:

- Efficient, flexible and adaptable
- Customer friendly, and able to work in and around the public and with internal departments
- Great attention to detail
- The ability to carry out tasks methodically and efficiently
- The ability to follow instructions
- Reliable and hard-working
- Good listening and communication skills, and the willingness to work with others and to adapt and compromise when best for the overall team
- A full clean UK driving licence

## Hours:

- Monday to Friday. Possible hours available include 6 – 9am, 7 – 9am or 7 – 10am.
- Bank Holidays will be allocated on a rota basis agreed in advance.

## Terms & Conditions

**Contract Type:** Flexible Hourly

**Hourly Rate:** competitive hourly rate dependent on age and experience

**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 for that date).

**Benefits:** Beautiful location working within the charity and heritage sector  
Discounts in our Restaurants and shops.  
Employer matched pension contribution match up to 10%  
Free parking on site at Waddesdon

## Application Process

- Closing date for applications: 3 December 2021
- Please submit your CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)
- Interviews: w/c 6 December 2021