** JOB DESCRIPTION - Housekeeper**

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| **Title of Post:** Housekeeper | **Location:** Share Discovery Village |
| **Accountable to:** Head Housekeeper |
| **Purpose of the Job:**To contribute to the overall, ongoing upkeep of the accommodation, common spaces, and buildings across the site. To ensure all areas of the site are presented to the highest standard. **Responsible for:**Daily cleaning of all areas of the site as customer needs dictate. This includes, but is not limited to, the Farmhouse, Toilet and amenity blocks, Chalets and Arts arena. Working within all health and safety regulations.  |
| **Salary/Hourly Rate:**£20,820.80 | **Hours of Work:****35** |
|  **Date:** | **Length of Contract:**  |

**Principal Responsibilities:**

**The following duties must be carried out ensuring all areas are cleaned to the highest standards and that all health and safety and PPE regulations are followed throughout.**

* Daily cleaning of Farmhouse including lounge, reception, bedrooms, toilets, dining room.
* As customer needs dictate, daily cleaning of Toilet blocks across the site including the main toilet block, the touring toilet block, static site 3 toilet block and waterfront building.
* Ongoing cleaning and preparation of all chalet accommodation as detailed on the accommodation sheet. Ensuring all necessary resources are left for guests.
* Ensure all accommodation is fully ready for occupancy in advance of guest arrival.
* Liaison with the maintenance team to ensure any necessary repairs are carried out promptly and in advance of any guests occupying their accommodation.
* Upkeep and safe storage of all cleaning equipment abiding by COSHH regulations at all times.
* Reporting faults with any cleaning equipment to head of housekeeping.
* Inventory of relevant stock, i.e., PPE, suckers, hoovers mops, self-catering equipment etc.
* To liaise with and supervise external contractors, including signing in and out.
* Manage the vending machines and pool tables on site including re-stocking and counting money taken. Liaise with finance manager to ensure all monies are stored safely after counting.
* To act as the housekeeping contact person on rotational basis at weekends and holiday periods. To liaise with the coordinator and DI at these times for all housekeeping related issues.
* Attend and contribute to monthly housekeeping meetings.
* Proactively review the appearance of the site on an ongoing basis and use initiative to replace, clean etc. any areas that are below standard.
* Use the Purchase Order system before the purchase of any materials or resources.
* Contribute to annual winter maintenance and deep clean of all the accommodation.
* Assisting guests with any accommodation related issues including laundry, self-catering needs etc.

**General Responsibilities:**

* Assist other departments as and when demand dictates.
* Assist with events including preparation, serving, tidy up, car parking etc.
* To attend all defined mandatory training
* To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
* To at all times undertake your role in a professional manner maintaining a high-quality standard of work, and to always work in accordance with the aims, values and ethos of the Share Discovery Village.

**Benefits**

**Salary**: £20820.80

**Holiday entitlement:** Commencing on 20 days per year

**Bank/Public Holidays:** The organisation recognises 11 Bank/Public holidays

Pension: The company offers an auto enrolment pension scheme

Other benefits include:

1 hour break/day

Use of the leisure suite

Discounted activities

Health Care provision

Free Meals

Free Parking

**This Job Description is a general outline of the post as it is currently perceived by The Share Discovery Village. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as The Share Discovery Village aims to meet its vision and objectives.**

**PERSONAL SPECIFICATION: - HOUSEKEEPER**

Must be able to demonstrate all essential criteria whilst recognising the ethos of Share Discovery Village.

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|  | **ESSENTIAL CRITERIA** |  |  |
|  | Must have significant recent relevant housekeeping experience  |  |  |
|  | Good oral communication skills |  |  |
|  | Evidence of maintaining inventory lists |  |  |
|  | Experience of replenishing supplies within budget constraints. |  |  |
|  |  Evidence of executing daily cleaning tasks including mopping, waxing sweeping. Vacuuming, dusting, surface cleaning and disinfection. |  |  |
|  | Ability to work flexible hours, including evenings and weekends. |  |  |
|  | Knowledge of cleaning equipment and usage |  |  |
|  | **DESIRABLE CRITERIA** |  |  |
|  | Good written communication skills  |  |  |
|  | Experience and or knowledge of the charitable, voluntary or outdoor recreational sectors. |  |  |