**Housekeeper – 20 hours**

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| **Location** | **Reports to** | **Hours** | **Salary** |
| Bore Place, Chiddingstone | Head Housekeeper | 20 hours a week (over 5 days a week including one weekend) | £9.31 per hour £9,685 per annum |

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| **Background information**  |
| Bore Place is home to the Commonwork Trust, a charity set in 500 acres of countryside encompassing an organic dairy farm and vegetable gardens, residential conference centre, environmental education centre, and programmes providing opportunities for vulnerable and disadvantaged young people. Our team has a diverse role housekeeping and cleaning, as well as providing hosting and catering support for our guests. We are looking for a reliable team-player with high standards and an excellent attention to detail, as well as a can-do attitude. Good communication skills as well as a flexible approach are essential as is a level of overall fitness. In return we can offer a terrific work environment amongst a fantastic team of people.  The role is for 20 hours a week with the hours set on a fortnightly rota worked over five days to include one weekend day and occasional evening work. We are a family-friendly employer and are happy to accommodate as best we can regular commitments that you have. The shifts can be designed not to clash with school drop-off and pick-up times. |

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| **Position summary**  |
| To care for our venue and our guests by:* carrying out housekeeping and cleaning tasks;
* assisting with catering service for visitors to Bore Place;
* working as part of the Housekeeping Team caring for clients and maintaining and developing the premises and services.

We care about our environment so we use environmentally friendly products and housekeeping practices. |

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| **Key Tasks**  |
| **1. Housekeeping and cleaning*** Carry out and maintain high standards of cleanliness in the residential houses, education building and offices.
* Keep all site premises, equipment and facilities clean, stocked, in good order, ready and welcoming.
* Maintain cleaning records and attend daily morning meetings when on shift to plan allocation of tasks.
* Complete full site changes between visitors, and set up for incoming groups.
* Report any issues/concerns/damage to property to Head Housekeeper.

**2. Catering*** Assist with catering for visitors as required, including serving and clearing away.

**3. Care of visitors*** Preparing premises for visitors to a high standard and in time.
* Set up meeting spaces for incoming groups.
* Providing unobtrusive but efficient support to visitors during their stay.
* Liaising with other staff as necessary to ensure that bookings and visits are successful and enjoyable.

**4. Flexibility/call out*** Working in a flexible way, including evenings and weekends, around the visitors.

**5. Being part of the team*** Taking an active part in the organisation and programs of work. Taking part and supporting events as appropriate.
* Attend team meetings and daily task planning meetings.
* Check in with team lead at end of each shift so that they can carry out final checks.

**6. Legal requirements*** Adhering to health and safety, food hygiene, COSSH and other statutory regulations.
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| **Who are we looking for?**  |
| We are looking for someone who will undertake the work cheerfully and with enthusiasm, who takes pride in housekeeping and cleaning, who will work efficiently and cooperatively with others and enjoys looking after visitors. Essential criteria* Enjoys housekeeping and cleaning.
* Attention to detail.
* Good timekeeping.
* Fitness and transport to get to work.
* Interest in and support for the aims of the Bore Place and its charitable work.

Useful, but not essential:* Experience of working in hotels and/or catering.
* Experience of client/customer liaison.

You will receive training and we are willing to support members of the team undertake further qualifications associated with the role through our partnership with West Kent College wherever possible. |

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| **Benefits of working at Bore place** |
| Contributing to a charitable organisation working to care for the environment and support, develop and educate young people and the wider community.Flexible hours, paid holiday and bank holidays and pension. Family friendly organisation, fantastic team of people with the opportunity to be part of the wider team through paid volunteering activities at Bore Place and staff events. |