



WADDESDON

Waddesdon Manor
The Five Arrows Hotel
Job Description

Job Title Housekeeping Assistant

Reporting to Housekeeper

The Housekeeping Assistant is responsible to the Housekeeper for the cleanliness of the areas allocated to him/her.

The Housekeeping Assistant's responsibilities, as directed by the Housekeeper, include the following:

- Cleaning allocated areas to the highest possible standard in the manner laid down by the Housekeeper
- Ensuring that the presentation of the areas for which they are responsible are to the highest standard
- Assistant other Housekeeping Assistant(s), as necessary, to ensure that the required standards are met in all areas.
- Ensuring that cleaning cupboards are properly stocked, requesting supplies from the Housekeeper as necessary
- Ensuing that laundry is sent for washing as required.
- Assisting with Spring-cleaning of areas as directed by the Housekeeper
- If appropriate, during the absence of any other Housekeeping Assistant normally at his/her location, covering those areas of responsibility
- In the absence of a Housekeeper, informing the Duty Manager or General Manager, of any problems which cannot be resolved by a Housekeeping Assistant

Signed:..... Date: