



WADDESDON

## Waddesdon Manor

### Job Description

**Job Title** Housekeeping Assistant

**Reporting to** Housekeeper

**Date** Sun 19 August 2019

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
- Prior to the Property opening, ensuring that the presentation of the areas for which they are responsible are to the highest standard
- Helping other Housekeeping Assistant(s), as necessary, to ensure that the Property is ready to open as required
- Ensuring that cleaning cupboards are properly stocked, requesting supplies from the Housekeeper as necessary
- Ensuring that laundry is sent to the Manor for washing as soon as necessary
- During the Winter period, assisting in the 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 Security, of any problems which cannot be resolved by a Housekeeping Assistant
- The successful candidate will need to be flexible and hold a UK driving licence

## Terms & Conditions

- Salary:** £7,326 per annum based on 16.5 hours per week
- Hours:** An average of 16.5 per week, Monday to Friday; 7.00am to 10.30am with an allocated day off in the week and alternate weekends from 7.00am to 9.30am
- Holiday:** You will receive 33 days/247.5 hours a year inclusive of public holidays. If you are part-time you will receive a proportionate amount based on your contracted hours.
- Your holiday entitlement will increase to 36 days/270 hours after three years and 38 days/285 hours after ten years' continuous service. Our holiday year runs from 1 March to 28 February.
- Pension:** Matched contribution pension scheme up to 10% of salary.
- Other:** National Trust staff card and associated staff discounts.