



WADDESDON

Waddesdon Manor

Job Description

Job Title	Weekend Housekeeping Supervisor
Reporting to	Head Housekeeper
Date	November 2018

The Housekeeping supervisor is responsible for the cleanliness of The Dairy and The Five Arrows Hotel.

The Housekeeping supervisor responsibilities, as directed by the Head Housekeeper, include the following:

- Cleaning allocated areas to the highest possible standard in the manner laid down by the Head Housekeeper
- Ensuring that the presentation of the areas for which they are responsible is to the highest standard
- Managing the Housekeeping Assistants to ensure that all required cleaning is completed
- Ensuring that the cleaning stock cupboards are properly stocked
- Ensuring that laundry is washed, dried and ironed as required by the Head Housekeeper
- Liaising with the Assistant Operations Manager regarding event timings and in some circumstances work times may need to be charged to work around these
- Assisting in the Spring-cleaning of areas as directed by the Head Housekeeper



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- If appropriate, during the absence of the Housekeeping Assistant, covering that Housekeeping Assistant's areas of responsibility in addition to her own, as necessary
- Informing of any maintenance or security issues to the Hotel and Events Operations Manager
- If required, helping out at other areas around the Property, as directed by the Head Housekeeper
- Fulfilling any reasonable request from the Management Team

Terms & Conditions

Hourly rate £8.50 per hour

Holiday Based on the hours you work and includes public holidays. Maximum of 187.5 hours holiday a year.

Working days Saturday 8 hours and Sunday 6 hours