

JOB DESCRIPTION

Job Title: Deputy Housekeeper for Maternity Cover

Job Reference :HKMCD04/21

Contract : Fixed Term to cover Maternity Leave for up to 9 months commencing 1st July 2021

Salary :£21,450 pro rata, per annum

Hours : 37.5 hours per week

Direct Supervisory Responsibility for: Housekeeping Team members

Indirect Supervisory Responsibility for:

Important Functional Relationships: Contract Personnel

Internal: M.D, Head of Operations, Health & Safety Manager, Hotel Senior Leadership Team, Staff

External: Maintenance contractors, suppliers of goods and services, guests and members of the public.

Reports to: Housekeeping Manager

POSITION SUMMARY:

To assist in the day to day running of a busy housekeeping department supporting the Housekeeping Manager, ensuring high levels of cleanliness throughout the hotel, leading the team in the absence of the Manager

Main Responsibilities / Key Accountabilities:

Checking rooms and making sure they are ready for arrivals on time, cleaning rooms when required, stock ordering and stock control, adhering to all health and safety rules, completing training on time when requested.

Planning and Organisation:

Organising the teams daily workload for bedrooms and public areas

Decision Making and Use of Judgement:

To be able to make decisions and judgements in the absence of the Housekeeping Manager

Essential Internal and External Relationships:

This includes all other staff, guests and outside contractors.

Every single member of staff at Ufford Park is critical to helping us operate. We can employ up to 150 people in peak season. All of our team members enjoy exclusive benefits such as lunch/dinner whilst on shift, free parking, a staff reward scheme, use of the pool, gym and discounted rates for use in our spa, accommodation, dining and treatments, 28 days annual leave (inclusive of Bank Holidays) and membership to the Company Pension Scheme.

EMPLOYEE SPECIFICATION

POST TITLE: DEPUTY HOUSEKEEPER – Maternity Cover

DEPARTMENT: HOUSEKEEPING

| | Essential (Insert below those skills, knowledge, education and experience that you have identified as essential) | Desirable (Insert below those skills, knowledge, education and experience that you have identified as preferred but not essential) | How Identified (Insert below how you will identify if they have these essential or preferred qualities) |
|-------------------------------|---|---|--|
| SKILLS: | Attention to Detail Positivity Ability to Work Under Pressure Self-Motivated Good Verbal skills Exceptional Customer-Service Skills Excellent time management Good organisational skills | Some training in housekeeping such as manual handling & COSHH training | Previous work experience References. Aptitude test |
| EDUCATION / KNOWLEDGE: | GCSE | | |
| EXPERIENCE: | Must have at least 1 years experience working at Supervisory level as part of a housekeeping team | | Previous work experience and references. |