

Job Title: Housekeeper Assistant	Role Profile Number: P/A
Grade: J	Date Prepared: 26.11.2018
Directorate/Group: Operational Services	Reporting to: Housekeeper
Structure Chart attached:	No

Job Purpose

- To assist the Lydiard Housekeeper to ensure that Lydiard House Hotel and Conference Centre is cleaned to the highest levels of cleanliness and that consistent standards of presentation are achieved

Key Accountabilities

- To clean and service bedrooms and public areas to the highest standards
- To be aware of business needs and assist in the rostering of staff to meet demand
- To assist to maintain sufficient stock levels of housekeeping stock and cleaning materials and assist with the checking and ordering of laundry ensuring consistency of the product
- To ensure excellent levels of cleanliness are maintained and any maintenance issues are reported promptly
- To be aware of and comply with health & safety procedures
- To identify own training needs

Supplementary Accountabilities

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

Knowledge & Experience

- Substantial experience in hotel housekeeping
- Experience in supervising staff
- Good verbal communication skills
- Self-motivated.
- The Post holder will be required to devise and work to a rota for the housekeeping team to ensure cover at all times
- Must be prepared to work weekends and bank holidays

Qualifications

- COSHH

Decision Making

- The role requires decisions to be made daily for ensuring that the various housekeeping tasks are carried out.

Creativity and Innovation

- Ability to work on own initiative.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>None</p>
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Contacts and Relationships

- The role involves verbal communication with hotel and conference centre users and the Lydiard Park Team
- The post holder must be able to communicate clearly to the general public

Other Key Features of the role

The role involves regular unsocial hours. This can include weekends, early mornings and bank holiday working. It is a manual role and the ability to use motorised cleaning equipment is required as is physical ability to carry out cleaning and bedroom servicing duties

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	