

## JOB PROFILE

<b>Job Title</b>	<b>Part-time Housekeeper</b>	
<b>Business</b>	<b>Education / Commercial</b>	<b>Reports to: Education Office Manager and Commercial Manager</b>

### PURPOSE & AIM

**To support the Trust through:**

- Provision of a proficient cleaning service to the Education and Commercial departments

### CONTEXT

**Key Dimensions**

- Cleaning to schedule of Education facilities, The Barn Café and Farm Shop

**Critical Relationships**

*Internal*

- Head of Education and Commercial Manager
- Wider staff across the farm including Events, Fundraising etc

*External*

- High standards of customer service and cleanliness to meet/exceed customer expectations

### KEY OUTPUTS/ACCOUNTABILITIES

**Needs to**

- Undertake cleaning duties of the Education and Commercial facilities according to agreed schedule
- Contribute to the monitoring and ordering of cleaning materials and equipment
- Report any maintenance issues as required
- Work on other tasks as deemed appropriate by the Trust including occasional cover for other cleaning/housekeeping staff

### To Apply

Please email your CV to [jennyd@whirlowhallfarm.org](mailto:jennyd@whirlowhallfarm.org)

**Closing date 7 October 2021**

Please see following page for person specification.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>1 Experience</b>		
• Experience of cleaning facilities used by the public	✓	
• Experience of working within a team to achieve a desired outcome	✓	
<b>2 Qualifications</b>		
• Good standard of secondary education		✓
<b>3 Core Skills</b>		
• Good communication, time management, prioritising and organisation skills	✓	
• Good manual dexterity	✓	
• Understanding of health and safety in the workplace	✓	
• Able to deliver effective customer service to groups of visitors to the farm	✓	
<b>4 Personal attributes/competencies</b>		
• A commitment to supporting safeguarding of children and young people receiving education and training	✓	
• Understanding of and commitment to equal opportunities	✓	
• Committed to effective teamwork	✓	
• A positive and genuine commitment to the aims of Whirlow Hall Farm Trust	✓	
<b>5. Training</b>		
• Willingness to undertake on-the-job training as required	✓	
<b>6. Circumstances</b>		
• Able to work across the full year to include evenings or weekends when necessary	✓	
• Driving licence and access to own transport		✓