

WILTON ESTATE
JOB DESCRIPTION

DEPARTMENT:	Tourism
JOB TITLE:	Assistant Housekeeper (Maternity Cover)
REPORTING TO:	Head Housekeeper

MAIN PURPOSE OF JOB:

To ensure the House is kept to the highest standards of cleanliness and presentation at all times as instructed by the Head Housekeeper

The post holder may be required to undertake other duties and responsibilities, which are compatible with the overall scope of the appointment.

To abide by the confidentiality clause at all times and under all circumstances

KEY TASKS:

1. To methodically clean all rooms in the House, on the public and private side, to the highest standards of cleanliness and presentation as instructed by the Head Housekeeper
2. To keep work area and store cupboards tidy and well stocked. Reporting low stocks to the Head Housekeeper including cleaning equipment.
3. To undertake (after training) conservation cleaning on items such as picture frames, ceramics and silver etc as instructed by the Head Housekeeper
4. To be alert to the condition of objects and decorative features of the House reporting any wear and tear to the Head Housekeeper
5. To be familiar with the signs of insect and animal infestations and outbreaks of fungal growth and report immediately to the Head Housekeeper
6. To check lights, display cabinets, chandeliers, picture lights etc, and report or replace bulbs as appropriate.

KEY TASKS: (Continued ...)

7. To assist with the packing and protection of contents and decorative finishes prior to building works, loans or conservation work and with their unpacking and re-instatement
8. To assist with the supervision of contractors/tradesmen and volunteers working on site, if required
9. To ensure flowers and plants in the House are always looking at their best, reporting any that are not to the Head Housekeeper
10. To undertake deep cleaning of areas as directed by the Head Housekeeper, this is likely to include working from heights
11. To assist in laying tables and serving when necessary
12. To have a flexible approach, be able to work as part of a team and on own initiative, to have an excellent eye of detail.
13. To be prepared to work some pre-arranged occasional weekends for which time off in lieu will be given
14. To assist in setting and clearing up after house functions (including filming and events).
15. To undertake any duties that may reasonably be required by the Housekeeper

PERFORMANCE INDICATORS:

1. House maintained and cleaned in time for public entry when open to the public
2. Maintain high presentation standards.
3. Application of good conservation methods

TERMS AND CONDITIONS:

1. The hourly rate of pay is £9.02 per hour, which will be paid monthly in arrears by bank giro credit usually on the 25th of each month and will be subject to the usual deductions for income tax and national insurance.
2. The working hours are Monday to Friday 7.30 am to 1.00 pm. The right to notice does not apply in cases where dismissal takes place due to gross misconduct.
3. The holiday entitlement is twenty-three days per annum plus the usual bank holidays pro-rata. If a bank holiday or weekend is worked, a day off in lieu will be given in agreement with your line manager.