

## Housekeeper for Morel Farm

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<b>Reports to:</b>	<b>Properties Manager</b>
<b>Based at:</b>	<b>The Elms, St Mary</b>
<b>Hours:</b>	<b>Refer to outline schedule below</b>

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### Background

The National Trust Jersey is a local self-funding charity established in 1936 to permanently safeguard the Island's natural beauty and built heritage. It is totally independent of the States of Jersey and currently cares for 32 historic buildings and an important range of natural habitats across the Island.

Rental income from its properties remains the largest source of funding for the Trust and it is currently seeking to diversify this revenue stream by establishing a range of self-catering units within its historic built estate. These funds will be absolutely crucial in helping to sustain the Trust's ongoing programme of preservation and conservation.

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### About You

You will be a self-motivated individual who is able to demonstrate a high level of initiative, attention to detail and a willingness to work closely within a small team whilst recognising that this is a stand-alone role.

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### Overview of the Role

You will be responsible for cleaning and preparing three self-catering units within a unique historic building complex that is let for short holidays. Changeover days are normally Fridays and Saturdays and work is to be undertaken between 10.00 and 16.00. Working hours may vary due to short-lets during the shoulder months (see outline schedule below).

You will also be the first point of contact for our guests so must be polite and friendly with a positive attitude and customer focussed. You will care for the property as if it were your own to ensure that our guests have the best possible experience.

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## **Key Responsibilities**

You'll make sure that the property is thoroughly cleaned and prepared ready for our guests to arrive. The following are the main responsibilities:

Prepare welcome back

- Checking that the respective buildings have the correct inventory in place and nothing is missing, broken or dirty.
  - Report any maintenance issues to the Properties Manager.
  - Manage the supply and quality of linen by the appointed laundry company; make beds and change linens.
  - Ensure that fire and safety checks are carried out.
  - Clean and sanitize all rooms including bathrooms, showers, toilets, sinks, and countertops.
  - Vacuum carpets, and rugs.
  - Sweep and mop ceramic tiled floors, timber floor boards and lino flooring.
  - Replenishes toiletries and towels.
  - Empty bin receptacles in bathrooms, bedrooms and kitchens and ensure bins have been emptied by Parish authorities. Take recycling to relevant depots as necessary
  - Check light bulbs and replace where necessary.
  - Check the stock of logs is sufficient.
  - Check and report breakages.
  - Ensure that the outside has been adequately maintained and cared for by the appointed gardener.
  - Ensure windows have been regularly cleaned by window cleaning contractor.
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## **What skills and experience will we expect you to have?**

General cleaning and experience in physical, practical tasks is an advantage; however attention to detail and commitment to customer care are essential in this Housekeeping role. You will be self- motivated, with an enthusiastic attitude and willingness to work in an historic building with good time management and communication skills.

## **Education**

No formal educational qualifications are required.

## **Minimum Work Experience**

Experience of housekeeping, cleaning or working in a customer focused role is desirable.

Excellent working knowledge of cleaning appliances and their operations and proper use of cleaning agents.

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## **Hourly rate**

The hourly rate for is £20 per hour. In addition, expenses and mileage are paid in line with our policy.

We will reimburse phone and fuel expenses incurred and you must ensure that your vehicle has insurance cover for work.

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## **Outline Schedule**

- Farmhouse: Saturday changeover day – 6 hours (10 am to 4 pm)
- Bakehouse: Friday changeover day – 3 hours (10 am to 1 pm)
- Chapel : Friday changeover day – 3 hours (1 pm to 4 pm)