

<b>REPORTING TO:</b>	<b>Operations Manager</b>
<b>LOCATION:</b>	<b>Whitchurch Silk Mill</b>
<b>HOURS:</b>	<b>6 hours per week, increasing at peak times</b>
<b>DAYS:</b>	<b>Mon, Weds &amp; Fri</b>

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### **KEY ACCOUNTABILITIES:**

As the housekeeper, you will play a vital role in the achievement of the Whitchurch Silk Mill Trust's vision for the Mill to be a thriving living museum which weaves silk and delights all who visit. You'll join the Mill Team, which is ready to go out of its way for others and our visitors. You'll help to make the Mill an extra special place to visit. You'll be able to turn your hand to all sorts of cleaning and minor repairs, ensuring all our facilities are kept clean and in good working order.

### **KEY RESPONSIBILITIES:**

#### **Premises/Contents**

- ensuring contents and premises are secure by following the key holder procedure
- ensuring reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work

#### **Other**

- team player helping to create a great place for every member of the Mill Team to work in
- strive to be efficient and cost effective in all the work you do

#### **Corporate & statutory initiatives**

You must understand and comply with all Whitchurch Silk Mill procedures and policies and follow Trust policies in the Team handbook. With a small, flexible workforce there may be the need to redeploy staff as needs require for operational effectiveness.

### **KEY TASKS:**

Welcome Building (excluding the kitchen & behind the counters)

- All bins emptied
- All toilets areas cleaned and sanitised
- Glass in the window benches cleaned
- All soft furnishings vacuumed
- All entry mats vacuumed

- All hard floors vacuumed and mopped
- Marks removed from walls, skirtings, chair and table legs
- Wipe down all doors

#### The Mill Building

- All bins emptied on each floor
- All toilet areas cleaned and sanitised
- All floors and stairs vacuumed including staff room
- Middle floor: soft seating in activity space vacuumed
- Wipe down all doors and clean glass on weaving shed doors when required
- Clean/sanitise all sinks on middle floor

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The successful candidate will have the following:

<b>Qualifications</b>	Essential	Desirable
First aider		✓
<b>Experience</b>		
Housekeeping/cleaning experience		✓
Used to lone working		✓
Flexible and adaptable	✓	
Previous keyholder role		✓
<b>Skills</b>		
good communication skills, a professional manner	✓	
capable of working on your own initiative as well as a real team player	✓	
well organised and able to manage time efficiently	✓	
attentive to detail	✓	
willing to work weekends, evenings and flexibly	✓	

#### **Additional Information**

Role will need to be carried out outside of the opening times to visitors. Working hours may be increased subject to demand and some flexibility will be required around Mill events.

Due to the lone working and key holder responsibilities required with this role, you must be 18 or over to be considered for this post.

Two references must be provided to be considered for this role.