



RIPLEY CASTLE

JOB DESCRIPTION **CASTLE HOUSEKEEPING ASSISTANT - Part time**

Job Title:	Housekeeping Assistant
Location:	The Ripley Castle Estate Ripley Harrogate North Yorks HG3 3AY
Reporting to:	Conference & Banqueting Supervisor & Manager
Responsible for:	Not applicable
Main purpose of the Job:	<ul style="list-style-type: none">• To ensure the castle function rooms, public areas and rest rooms are kept to a high standard of cleanliness.
Responsibilities and Duties:	<p>Main duties</p> <ul style="list-style-type: none">• Clean public areas, rest rooms & function rooms• Use the correct chemicals for each task• Occasional ironing <p>Other duties</p> <ul style="list-style-type: none">• To assist with cleaning other areas of the business when required.
Essential Requirements	<ul style="list-style-type: none">• Team player.• Able to communicate confidently and politely with guests.• Neat and tidy appearance• Able to work on own initiative• Ability to work to deadlines• Must be able to work weekends
Desirable Requirements	<ul style="list-style-type: none">• Experience welcome but full training will be given.
Working Conditions and Benefits	<ul style="list-style-type: none">• Rate of Pay – meets minimum wage requirements.• Hours of work: Morning/Afternoon• Saturday and/or Sunday• 5.6 weeks holiday• Staff Discounts in Tearoom and Boar's Head

Other duties:	<ul style="list-style-type: none">• From time to time you may be asked to undertake other duties on the Ripley Castle Estate and training will be given if this is deemed necessary.• All staff on the Ripley Castle Estate are expected to adopt a flexible approach and are encouraged to contribute new skills and ideas.• Over time your key duties may change and your co-operation will be expected where such changes are reasonable
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2020