



THEODORE  
HOUSE  
Stonyhurst

## **WE ARE RECRUITING**

### **JOB VACANCY – Housekeeper**

Theodore House requires a Housekeeper to join a small domestic team working under the direction of our Guest Manager to deliver first class domestic and catering services. The Housekeeper will be required to comply with current Food Safety, Health and Safety and Fire Safety Legislation in accordance with training.

### **CONTRACT**

A permanent contract, part time, with a guaranteed minimum hours per month. Some flexibility with hours required. Weekend availability required in particular. Job share possible: all suitable applications considered.

### **TO COMMENCE – Immediately**

### **KEY TASKS AND RESPONSIBILITIES**

- Domestic cleaning duties throughout Theodore House, to include all bedrooms, bathrooms, public areas and dining areas
- Changing of bed and table linens as required
- Assist in record keeping of accurate laundry lists for outside contractors
- To assist in the ordering of domestic supplies and equipment necessary to maintain the cleanliness and fabric of the building
- To assist with service of breakfast and other meals in the dining room and kitchen
- To maintain environmental health routines in the kitchen and dining room
- To comply with all necessary regulations concerning safe use of machinery and other materials within Theodore House
- To comply with all CHC Group Health and Safety and Safeguarding regulations at all times.
- To report any required maintenance or repair works, including any risks posed by any possible damage to equipment or fabric of the building.
- To carry out any other duties as required by the Guest Manager or the Business Manager.
- To carry out all tasks as listed above in a professional manner and to the satisfaction of the Guest Manager and Business Manager.

NB: This job description illustrates the main responsibilities of the job and is not exhaustive. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment, in consultation with the post holder.

### **CONTACT – Frances Ahearne**

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