



Job Description

Housekeeping Assistant

Reports to: Housekeeping Manager

Salary: National Minimum/Living Wage

Hours: 36 hours per week

Location: Mill on the Brue

Contract: Temporary

Level of disclosure check: Enhanced

Principal contacts:

a) Internal

- Housekeeping Manager
- Housekeeping Assistants
- Catering Manager
- Sous Chef
- Third Chef
- Kitchen Assistants
- Kitchen Porters

b) External

- Customers

Main purpose of post:

To maintain a high standard of cleanliness around our Activity Centre and work front of house during mealtimes to ensure an efficient and organised service.

Key Tasks:

Cleaning

1. General cleaning of the Centre including: bedrooms and bathrooms, hallways, offices, indoor toilets, campsite, tents, outside showers and toilets.
2. Making beds, laundry, sorting lost property.
3. Cleaning dining hall, including windows, bar area and toilets.

Dining

1. Set up dining room for meal and break times.
2. Ensure meals are served in an orderly manner.
3. Assist with tidying the kitchen and dining areas after meal and break times.

www.millonthebrue.co.uk

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Health and Safety

1. Complete a COSSH and Food, Health and Hygiene course.

Customer Liaison

1. Ensure that any comments positive or negative are passed onto the Housekeeping Manager.

Miscellaneous

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. A disclosure check will be sought in relation to the successful applicant for this post. This will be shared with Personnel and may also be shared with the Centre Manager and Directors.