**Housekeeper**

**Location:** Raby Castle

**Department:** Leisure and Tourism

**Employment Basis:** Full-time, Permanent

**Job details**

We seek to recruit an experienced Housekeeper to play a key role in preserving Raby Castle’s important heritage collections and to ensure that the Castle is presented to the highest standard. Raby Castle houses a collection of recognised national significance, which must be cared for, conserved and displayed appropriately.

**What you’ll be doing**

As Housekeeper you will play a key role in preserving Raby Castle’s important heritage collections and ensure that the Castle is presented to the highest standard. You will be responsible for day-to-day cleaning and will contribute to the care of the collections and interiors of this historic building.

Raby Castle is a busy visitor attraction and welcomes thousands of visitors each year. Welcoming visitors and providing clean, well maintained facilities is essential, reporting issues quickly and keeping all areas to a high standard.

**What we need to see**

This is an important role within the Raby Team, not only taking responsibility for the care and conservation of many important heritage assets but also working closely with Lord and Lady Barnard and our Curator to understand their wishes for the collection’s care.

**Key Responsibilities:**

* Preparing the Castle for opening daily.
* Vacuuming visitor route floors/carpets.
* Dusting objects and furniture using appropriate equipment and techniques.
* Monitoring light levels and adjusting room blinds as needed.
* Observing and reporting on changes in any object’s condition.
* Assisting with moving objects using appropriate art-handling techniques.
* Taking part in annual deep clean of rooms outside of the visitor areas and on the public route.
* Cleaning staff facilities such as offices, breakrooms and toilets.
* Assisting with cleaning in other areas of the site, where required.
* Sharing a passion for history and for the care and conservation of the castle collection.
* Being part of the Salvage Team for Raby Castle.
* Interacting with guests and answering questions about work in progress as required.
* Working in a responsible and safe manner at all times, adhering to Health & Safety policies, safe working practices and Company Policies and Procedures (e.g. COSHH, working at heights, manual handling).
* Represent Raby and Lord and Lady Barnard appropriately at all times by being smart in appearance and behaving in an appropriate manner in line with our estate values.

**Skills Required**

* Good manual dexterity and hand-eye coordination
* Attention to detail
* Ability to work from ladders and tower scaffolds
* Willingness to work in cold and dusty environments
* Enthusiasm to learn and undertake continuing professional development
* Great team player
* Discretion and ability to handle confidential information

**Knowledge and Experience:**

* Proven working experience as a Housekeeper
* Ability to handle heavy cleaning equipment and machinery
* Knowledge of cleaning chemicals and supplies
* Familiarity with Material Safety Data Sheets
* Knowledge of general conservation principles