

R A B Y

Part Time Housekeeper

Job Description

Location: Raby Estate Office
Department: Business Support
Employment Basis: Part time

Job details

We are looking for a dynamic, hardworking and experienced housekeeper to maintain high levels of cleanliness within the Raby Estate Office in Staindrop. Cleaning duties are required weekday evenings from 5.00pm to 7.00pm, Monday to Friday.

What you'll be doing

As the Estate Office Housekeeper, as well as providing the opportunity to join the Raby team, you will have the responsibility to ensure that all facilities within the office are presented to the highest standard, reporting any maintenance issues to the Business Support Manager. We're looking for someone bursting with energy, who is passionate about providing exemplary service.

What we need to see

The ideal candidate is efficient, reliable, and detail-oriented with a can-do attitude. This is an important role within the Raby team.

Key Responsibilities:

- Comprehensive cleaning of all office spaces, break rooms and toilets, (washing floors, emptying bins, vacuuming, cleaning toilets, dusting etc.) ensuring the service meets high standards of hygiene and cleanliness
- Perform and document any routine inspection activities.
- Work 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, manual handling etc.).
- Represent Raby 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
- Enthusiasm to learn and undertake continuing professional development
- Great team player
- Passionate about providing exemplary service
- Systematic and cheerful approach with a 'can do' attitude
- Honest and trustworthy

Knowledge and Experience:

- Proven working experience as a Housekeeper
- Ability to handle heavy cleaning equipment and machinery

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- Knowledge of cleaning chemicals and supplies