



Job description

Post: House Assistant

Responsible to: Operations Manager

Duration: Full time, 35 hours per week

Halsway Manor – National Centre for Folk Arts are seeking to recruit a full time House Assistant to work as part of a small team for this unique charity situated in a beautiful manor house within an Area of Outstanding Natural Beauty.

35 hours per week will be spent servicing the needs of the organisation and will include cleaning bedrooms and communal areas, serving food at meal times and undertaking any other house tasks reasonably requested by senior staff.

Duties	
Emergencies	To assist with evacuation procedure and first aid response in an emergency. Training is provided.
Room changes	Ensuring rooms are cleaned and changed ready for guests.
Cleaning and tidying	Ensuring the premises are clean and tidy at all times.
Meal time duties	Ensuring meals are served as required, tables are set and put away, washing up and any other tasks are completed as required.
Laundry	Undertake laundry duties as required.
Refreshments	Ensuring guests have tea and coffee and fresh water etc as required.
Bar work	Bar staff duties may occasionally be required. Training is provided
Health and safety	You have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements. Any issues must be reported to your line manager. You must review, understand and sign a copy of the staff handbook.
Training	Training or all aspects of the job will be provided including your Food Hygiene Certificate. You must attend in house training courses and sessions as required.
Other	Other tasks that may be required which are compatible with the job. You may want to develop skills and experience in other aspects of the operation and these can be agreed through discussion with the Operations Manager.

Key criteria	Essential	Desirable
Experience / Knowledge / Skills / Abilities		
Experience of working in a housekeeping role		D
Experience of working in a catering environment		D
Personal attributes		
Honesty, integrity, tenacity and openness.	E	
Inspires trust and confidence and handles confidential information with discretion.	E	
Positive attitude, good social skills and respect for all people.	E	
Customer focused and friendly	E	
Willingness to undertake training	E	
Other		
Driving licence and/or ability to travel to work reliably.	E	

Applications

To apply please visit www.halswaymanor.org.uk for more information.
Applications should be received by Fri 30th October 2023

Conditions of Employment

Pay: £19,110 per annum payable monthly.
28 days paid holiday per year.
Optional pension scheme.

Hours of work: 35 hours per week to be planned in consultation with the Operations Manager not including breaks. There will be some evening and weekend working.