

SELF-CATERING HEAD HOUSEKEEPER

Within Winton Castle Estate there are three large farmhouse style self-catering properties, which also act as separate venues, popular with wedding guests, family holidays, corporate groups and sophisticated Stag and Hen Parties.

The Job

Our luxury 4* and 5* properties require a flexible and dynamic individual to head the housekeeping team for the properties between lets. You will report to the Self-Catering Coordinator who will liaise with you on booking details, bed-plans and property requirements. We provide the highest standard of service and want our guests' expectations to be exceeded – you will be a vital part of the team ensuring that this is consistently achieved.



WINTON

The Applicant

You must be a great team player and leader with the highest standards of cleanliness. You will have an eye for detail, organisation and a sound understanding of high-end standards.

Skills/experience required:

- Ability to lead a small team of housekeepers
- Excellent attention to detail and a 'completer-finisher'
- Keen organisational abilities
- A good level of physical fitness – this is a physical/active job!
- Ability to relate comfortably with colleagues and suppliers
- Sense of fun at the right times
- Flexibility to changes requested by guests or colleagues
- Computer experience is appreciated for some admin duties

Duties:

- Ensure that our properties are ready for guests and standards are maintained
- Liaise with the Caretaker/Coordinator on breakages/repairs
- Maintain stock levels of housekeeping-related products & process orders
- Take responsibility for rotas and team planning
- Security of the properties as a shared responsibility

Hours of Work

This is a part-time, permanent role and will be 20 hours per week.

The 20 hours will typically be worked over 3 days, 7.30am-3:30pm shifts depending on bookings.

Some hours are flexible and can be worked out with the Coordinator, we try to avoid weekend shifts and give plenty of notice when these do happen. There may be an option for additional hours during peak seasons.

Pay

Competitive salary depending on experience.

Holidays

Pro rata based on 28 days per year for a full-time position.

Transport

A car and the ability to drive is essential due to the rural location of the estate and the properties are some distance apart. A mileage allowance for estate usage will be paid for using your own car, or sometimes there may be an estate vehicle available for your use.

Closing date for applications: Saturday 30th September

Please email a cover letter and CV to recruitment@wintoncastle.co.uk