



Senior Housekeeper – Winton Castle & Estate

Winton Castle is an exclusive use wedding and events venue near Edinburgh in East Lothian. Within Winton Estate, The Potting Shed is used for smaller groups and there are three large self-catering holiday properties. We provide the highest standard of service and want our guests' expectations to be exceeded – you will be a vital part of the housekeeping team ensuring that this is consistently achieved.

The Job

Our luxury holiday properties require a flexible and experienced housekeeper to manage shift rotas and lead a small team to clean and prepare the properties between bookings. Reporting to the self-catering coordinator.

The Applicant

You will have the experience to organise, lead and work within a housekeeping team. A great team player with the highest standards of cleanliness. You will have an eye for detail and an understanding of high-end customers.

Skills/experience

- Previous similar housekeeping experience would be an advantage
- Ability to manage a small team
- Hands-on, able to work alongside the team you manage
- Shift planning
- Excellent attention to detail and good organisational abilities
- A good level of physical fitness – this is a physical/active job!
- Ability to communicate comfortably with others
- Flexibility to changes requested by clients or colleagues
- Computer experience would be an advantage for the admin, planning and ordering duties
- Familiarity with Health & Safety in the workplace

Duties:

- Rota planning to provide changeovers in line with the bookings schedule and liaise with Castle housekeeping for pooling staff resources efficiently during busy times
- Ensure properties are cleaned and ready for guests and standards are maintained
- Organise team duties to ensure all housekeeping work is carried out
- Liaise with the Caretaker and Coordinator for breakages/repairs
- Maintain stock levels of housekeeping-related products and laundry organisation
- Follow company Health & Safety guidance
- Occasional housekeeping assistance when required at Winton Castle and other estate properties

Hours of Work

This is a part-time, permanent role of 24 hours per week worked over 3 or 4 days. The nature of the role requires a degree of flexibility with hours when changeover requirements are dictated by bookings. The housekeeping work will typically be worked between the hours of 7.30am-3:30pm; there is flexibility with days and hours for the right candidate and for the admin part of this role there is the opportunity to work in the office and/or from home. We try to avoid weekend shifts but these are occasionally necessary with as much notice as possible given. Overtime may be available during peak seasons and/or to cover absence.

Transport

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

Pay

From £15,900pa depending upon experience

Holidays

Pro rata based on 28 days per year for a full time role

Start date

Immediate start date available

To apply: Please send your CV and a covering note to recruitment@wintoncastle.co.uk. Early applications welcome.