



Job Description

Job Title: Housekeeper
Reporting to: Operations Director
Working Hours: Full Time (37.5 hours per week), permanent
Salary: £18,135 per annum
Location: The Art House, Drury Lane, Wakefield, WF1 2TE
Probation Period: 6 Months

Description

We're looking for the best housekeeper in the world for the best house in the world – The Art House!

Don't think this is your average cleaning job. Think of it as Mary Poppins meets Marie Kondo meets Queer Eye. With a little bit of Gardeners' World thrown in.

It will be your job to ensure that our house is clean, tidy, welcoming, and safe. Yes, you'll clean, do some laundry and wash some dishes (but you don't do windows, someone else does...). But you'll also water and tend to our garden and house plants, help with set up for meetings and events, lend an occasional hand to whoever needs it and maybe even arrange a flower display or two. Whatever it takes to make sure The Art House feels like a home.

You'll be pro-active, tidy, organised, take pride in your work, like being part of a team and have excellent attention to detail. You'll care about people, enjoy gardening and plants, value ecologically sound practices and believe in our core values of creativity, accessibility, diversity and community. You'll also be fun and have a good sense of humour.

You will be surrounded by vibrant, creative people who care about and value each other, but who sometimes aren't the tidiest of people and need a little extra taking care of.

This is a new position. As an integral part of our team you'll report directly to our Operations Manager and alongside our Building Supervisor. You'll be our front-line super-person implementing our new anti-germ cleaning regime. You will deliver and feed into refining our new cleaning procedures, as well as having responsibility for housekeeping supplies and equipment. You will feel passionate about making sure that we're all doing everything we can to keep each other safe and happy.

Principal Responsibilities:

- Implementing our new cleaning and hygiene procedures – ensuring that all areas of the building are maintained in a clean and sanitary way throughout the day, in line with our Health and Safety Policy
- Watering and care-taking of our outdoor garden and indoor plants.
- Assisting Front of House staff with the setting and cleaning up of meetings and events
- Pro-actively tidying and ensuring that all public areas feel welcoming, bright and hygienic
- Keeping inventory of all housekeeping supplies and equipment, and ordering as necessary
- Pro-actively maintaining all public spaces in a way that ensures they are clean, bright and welcoming
- Making suggestions as to how we can better keep TAH tidy, safe and welcoming
- Participating in staff meetings
- Undertake any other duty or responsibility that may reasonably be allocated by the Senior Management Team.

- The post holder will require DBS clearance

The job description for this position may be reviewed and amended to incorporate the future needs of the organisation.

It is a requirement of the organisation that all staff work in a flexible manner compatible with their jobs and required staffing of the building. This may result in occasional evening and weekend work.

More about The Art House:

- We are an Equal Opportunity employer
- We pay Real Living Wage
- We provide a Cycle to Work Scheme.
- We aim to introduce a staff wellbeing programme later in the year
- We think we're a fun, flexible, and interesting place to work
(Think paddling pools, dog-friendly offices and artists in residence feeding you fruit. Don't ask... actually, do!)

Head to our website to find out more about what we do, who we work with, and our history: the-arthouse.org.uk

We look forward to receiving your application.

Person Specification

For a role like this, it can be challenging to hone in on the experience, qualifications, and personal qualities that will result in finding the right person for the job.

We also know that life gets in the way sometimes, qualifications aren't the be all and end all, and that there are as many routes to becoming the right person for the job as there are candidates. As a result, many of the criteria below are marked as desirable rather than essential.

This job requires a lot of physical activity, but we don't have a pre-conceived idea about who should fill this role. If you are disabled and would like to discuss the specific tasks involved prior to applying, please don't hesitate to contact us. We also encourage you to submit an access doc/rider.

Criteria	Essential	Desirable
Experience		
1-2 years working in a fast-paced environment	✓	
Commercial cleaning		✓
Gardening, preferably in a professional setting		✓
Hospitality or hotel services		✓
Customer liaison		✓
Event support (conferences, talks etc.)		✓
Qualifications & Training		

Cleaning qualification		✓
Health and safety training		✓
Gardening/horticulture qualification		✓
Event management/support		✓
Accessibility/Diversity & Inclusion training		✓
English & Maths GCSE grade C or above or equiv.		✓
Personal Qualities		
Excellent interpersonal skills and confidence		✓
Good standard of written and verbal communication	✓	
Patient but a self-motivator who will use their initiative	✓	
Excellent time management skills inc. prioritisation	✓	
Polite, respectful, and compassionate towards others	✓	
Equally comfortable working alone and in a team	✓	
Fastidious attention to detail	✓	
A flexible approach to work and work patterns	✓	

Passionate about the environment		✓
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