



Bovey Castle Vacancy. Housekeeper (Casual basis).

A Fantastic opportunity has arisen to work at Bovey Castle Luxury Hotel. Set in majestic surroundings including a championship Golf course Bovey Castle offers the chance to work with an exceptional team and develop a 5 star career.

We are looking for a Housekeeper to work on a casual basis to join the Housekeeping team. Responsibilities include cleaning the public areas and bedrooms, ensuring guest comfort and maintaining hotel standards. Specific duties will include general cleaning, making up of beds, cleaning of bathrooms, cleaning floor areas and maintaining stock levels. Ideally you will be based in the local area as the work will be very much demand driven.

The ideal candidate will have a housekeeping or hospitality background, be an housekeeper (or ready to become one), be willing to work flexible hours to meet our customers needs and be looking to stay with us for the next few years

In return you will receive £6.08 per hour as well as other fantastic benefits including shared service charge, gratuities, free use of facilities including Championship Golf course, free meals whilst on duty and huge discounted rates for friends and family.

To apply for this position please email your CV and a covering letter to careers@boveycastle.com .



JOB DESCRIPTION.

Job Title: Housekeeper (casual)
Hotel: Bovey Castle
Department: Housekeeping
Responsible to: Executive Housekeeper

Scope and Purpose: To consistently achieve the service and product delivery standards for the department with a high degree of customer care and service at all times.

KEY RESPONSIBILITIES.

1. Promote the image of Bovey Castle as a professional organisation
2. To clean section of rooms allocated, ensuring maximum cleanliness of bedrooms, bathrooms as laid down in the SOP manual.
3. To exchange linen on a clean for dirty basis from the linen storerooms. To be responsible for bagging dirty linen immediately on it's removal from the room.
4. To ensure that bedrooms/bathrooms have adequate stocks of stationery, linen, toiletries and tea and coffee supplies as per the SOP manual.
5. To report and return any lost property to the Head Housekeeper. Room keys found in the bedrooms should be returned to Reception.
6. To report any guest illness to the Head Housekeeper or Duty Manager.
7. To report any suspicious persons to the Head Housekeeper or Duty Manager and ensure all bedroom doors are closed to prevent theft. Security of keys to be ensured at all times, with all keys being handed to the Head Housekeeper before going off duty.
8. To report any maintenance faults to the Head Housekeeper. Attendant to ensure that fault is recorded in the Maintenance faults book held at Reception.
9. To work in a caring manner showing regard for Health & Safety, Fire and COSHH Regulations as required.
10. To carry out spring cleaning of bedrooms as required.
11. To carry out any other reasonable request as required by more senior personnel.

