

Think
new things
Make
new connections

Housekeeping Manager vacancy at Ditchley Park

An experienced Housekeeping Manager is sought to become part of the House Team at Ditchley Park.

Ditchley Park is one of the United Kingdom's finest houses, having a rich history as an idyllic retreat for royalty and power since the reign of Queen Elizabeth I. Churchill famously used Ditchley as a secret base during the early years of World War II, meeting presidential envoy Harry Hopkins here in his efforts to win American support.

Ditchley Park is owned and managed by The Ditchley Foundation who work with people from across the world to help sustain peace, freedom and order. Ditchley's approach aims to build new common ground, we believe that change is driven, and managed, by personal relationships, not reports or declarations.

In this inspiring place, we enable spirited but respectful discussion across divisions of expertise, geography, generations and political opinion. We work constantly to get better at this, harnessing the power of tradition and innovation in equal measure. No one leaves Ditchley without thinking new things. When not being used by The Ditchley Foundation, Ditchley Park hosts private events for selected institutions and companies.

To apply please send a CV and covering letter to gareth@ditchley.com highlighting why you are interested in the role at Ditchley Park and what relevant skills and experience you have.

Full-time. Nominal days of work will be Monday to Friday, with Saturday and/or Sunday working as required by the schedule of events, for which overtime or time off in lieu will be given.

Salary £24,000

Applications close midday on 14th February 2022

Please apply by sending a CV and Covering letter, including the answer to "Why Ditchley?", to Gareth Gwilt at gareth@ditchley.com

Date: January 2022

Position of: Housekeeping Manager - DITCHLEY FOUNDATION

Hours: Full Time (40hrs)

Job Description

The Housekeeping Manager is a full-time post, under the direction and line management of the House Operations Manager. The Housekeeping Manager is responsible for the appearance of the mansion and its soft furnishings and is a key point of contact for contractors servicing the house. The Housekeeping Manager line manages the Domestic Services Team (cleaners) and works closely with the Maintenance Team to ensure high standards of cleanliness and repair.

Weekend, evening, and Bank Holiday working will be required to support some events.

Key Responsibilities

- Responsible for ensuring a good standard of appearance of all rooms of the mansion, including the West Wing public areas and the Lower House Annex.
- Responsible for overseeing the preparation of all areas of the house for events.
- Line manages the Domestic Services (cleaning) staff for the mansion and coordinates their Daily/Weekly schedules as required by the business.
- Line manages the cleaners seconded to the West Wing (Director's Residence), liaising closely with the Director's wife.
- Rosters casual cleaning staff to assist the core team during busy periods.
- Monitors the work of external 'soft service' contractors (eg window cleaners, pest control, carpet cleaners).
- Control housekeeping expenses including cost of sales and wages in line with business levels.
- Monitoring and replenishing stocks of linen, household supplies, cleaning materials and toiletry items.
- Monitors wear and tear on Mansion soft furnishings, servery and domestic equipment.
- Maintains and periodically checks the inventories for the Mansion.
- Maintains relevant Risk Assessments, Method Statements and COSHH assessments.

Person specification

Essential

- Experience managing small team of staff
- Experience in a similar housekeeping role
- Good attention to detail
- Calm and personable
- Physically fit
- Flexible, adaptable, and willing to take on ad hoc tasks
- An awareness of conservation issues related to the care of historic fabrics.
- Computer literate, with knowledge of MS Office 365.

Desirable

- Experience working in a historic building environment
- A keen interest in history, historic properties and conservation of their collections
- An understanding of preventive conservation
- Knowledge of the approach required when working with fragile historic collections as well as Health & Safety and emergency procedures