

Think
new things
Make
new connections

Domestic Team vacancies 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.

We are currently recruiting the following permanent and casual roles:

Domestic Assistant- Responsible for the cleaning and care for the house and its contents as well preparation for conferences, meetings, and events.

To apply please send a CV and covering letter to laura.williams@ditchley.com

Closing date for applications is 24th September 2021 at 5pm

Date: September 2021
Job Title: DOMESTIC ASSISTANT
Hours:TBC

Job Description:

As the Domestic Assistant, under the direction and line management of the Housekeeping Manager, you'll be working with a great housekeeping team in an incredible place, helping with the day-to-day cleaning and care of the house and its collection. No detail will go unnoticed, and you'll keep a keen eye on everything from the environmental conditions in a room, to signs of wear and tear.

Specific Tasks

- To support the Housekeeping Manager in ensuring your area is ready for events.
- To ensure that the areas are cleaned in a timely manner and to the Foundation's standard.
- To ensure the good condition of antiques, and other furniture and items, taking care when working with them. Speciality cleaning needed with wood, leather, metals, glass and fabrics.
- To ensure all equipment is kept clean, and safely stored.
- To ensure workplans are followed, as directed by the Housekeeping Manager, for maintaining the house and buildings and preventing disrepair or damage to property.
- To take inventory of the areas when requested.
- Stock control of cleaning supplies and equipment to maintain sufficient levels for events or cleaning.
- Prevent disrepair or damage to Foundation property where possible and safe.
- Attend all training as requested.
- To follow the Safe Working Practices as laid out by the Foundation.
- To follow requests by Housekeeping Manager to work in other areas should the need arise.

Personal Specifications

- To be professional and polite to all.
- To work as part of a team, supporting each other where necessary.
- To have a flexible approach to workload.
- Attention to detail, with an understanding and respect of antiques.
- Reliable, with good time management.