

*Think*  
*new things*  
*Make*  
*new connections*

## **Housekeeping Manager vacancy 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 fulltime role:

**Housekeeping 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 and works closely with the Maintenance Team to ensure high standards of cleanliness and repair.

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

Closing date for applications is 24<sup>th</sup> September 2021 at 5pm

**Date:** September 2021  
**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.

### **Key Responsibilities**

- Responsible for ensuring a good standard of appearance of all rooms in the mansion, including the West Wing public areas and the Lower House Annex.
- 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.
- Schedules and monitors the work of external 'soft service' contractors (e.g. 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, and restore, repair and replace as necessary.
- Maintains and periodically checks the inventories for the Mansion.
- Maintains the Foundation's Health & Safety records, with input and support from each Head of Department (e.g. Risk Assessments, Method Statements and COSHH).
- Coordinates the provision and arrangement of flowers and plants for the mansion state rooms and guest bedrooms.

### **Person specification**

#### **Essential**

- Experience managing small team of staff
- Experience in a similar housekeeping role
- Good attention to detail
- Calm and personable
- Flexible, adaptable, and willing to take on ad hoc tasks

#### **Desirable**

- 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