



Lead Housekeeper

Jamie's Farm, Lewes

Position Summary

The Lead Housekeeper will look after the wonderful site and facilities of Jamie's Farm, Lewes, consistently to a very high standard. We need to create the homely and warm, and yet tidy and professional, environment that is so crucial to the Jamie's Farm model. We want a positive and determined individual, with a strong work ethic, who is passionate about maintaining a homely, high quality site for the vulnerable children we work with.

For you to be successful in this application process, you must be able to work well with people, potentially including young people as well as other members of the team in their work. You must also work well in the background, ensuring that the running of a Jamie's Farm household can proceed smoothly. It may be that the role requires further housekeeping support, who may be recruited and managed by you. You would also be responsible for supporting the running of the AirBnB House Lets, ensuring that we receive positive reviews and communicating effectively with internal and external stakeholders - including on weekends when paying guests are on site.

Main responsibilities

Responsibilities include, but are not limited to:

1. Responsible for all major housekeeping activities, including:
 - Ensuring each element of accommodation is suitably prepared for the arrival of every group of young people – including washing and drying all the bedding as appropriate;
 - Making sure that the property of Jamie's Farm Lewes is consistently maintained to a high standard given the regularity with which visitors are welcomed on site;
 - Recruiting and co-ordinating any ad hoc support needed for maintenance of site;
 - Managing the supply of housekeeping products.
2. Managing up to four weekend bookings from AirBnB a month, including:
 - All communications with guests from Friday one week before booking until guests leave the property.
 - Ensuring house is ready for guests' arrival.
 - Welcoming guests to site or arranging access to property.
 - Liaising with housekeepers and cleaners and book additional time, if necessary.
 - Liaising with JF House Lets Coordinator working in the JF HQ.
 - Keeping site info packs up to date.



Experience, Skills, Abilities:

- Strong work ethic and ability to get on with all jobs independently;
- Ability to be a principal figure of warmth, hospitality and homeliness to all visitors to the Farm;
- Strong organisational skills and ability to manage a diary;
- Ability to co-ordinate a small team to ensure the property is continually at a high standard of cleanliness;
- A passion and an ability to work in a small, dynamic team as part of an exciting and growing charity;
- Ability to exemplify Jamie's Farm core values and behaviours;
- Sensitivity to racial, cultural and ideological diversity.

Benefits:

- Competitive wage, including regular fixed hours and retainer for being principal individual involved in house lets;
- Regular team-building and professional development opportunities;
- Opportunity to be an integral part of a dynamic and supportive team and growing organisation, making a real difference to the lives of the vulnerable children the charity supports.

Timeline:

- Deadline for applications: 5pm, Friday 22nd February
- Interview 1: Week commencing 11th March
- Start date: Monday 18th March

Apply now:

Please submit one page letter and CV to toby@jamiesfarm.org.uk

Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy.

