



Lead Housekeeper

Jamie's Farm, Hill House Farm

Position Summary

The Lead Housekeeper will look after the wonderful site and facilities of Jamie's Farm, our charity headquarters, Hill House Farm. 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 role, you must be able to work well with people, 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. You would also be responsible for supporting the Houselets Coordinator, with the running of the AirBnB House Lets, ensuring that we receive positive reviews and communicating effectively with internal and external stakeholders - **including very occasional weekends when paying guests are on site, should there be any queries.**

Main responsibilities

Responsibilities include, but are not limited to:

1. Responsible for all major housekeeping activities, including:
 - Maintaining a high standard of cleanliness throughout
 - Ensuring each element of accommodation is suitably prepared for the arrival of every group of young people – including arranging the laundry service for all bedding as appropriate;
 - Making sure that the property of Jamie's Farm, Bath is consistently maintained to a high standard and reporting any serious maintenance issue, without delay, to the JF house let co-ordinator or Estates manager.
 - Recruiting and co-ordinating any ad hoc cleaning support;
 - Overseeing any necessary training required for housekeepers; ensuring the high standards of cleaning are met
 - Managing the supply of housekeeping products;
 - Ensuring daily and weekly duties are signed off for accordingly.
 - Ensuring house is ready for guests' arrival to a high standard.
 - Welcoming guests to site or arranging access to property, and being available should there be any problems with access.
 - Ensuring there are adequate housekeepers and manage the weekly staffing rota
 - Liaising with JF House Lets Coordinator working in the JF HQ.

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
- Self employed
- 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.

Apply now:

Please contact us for further information or apply with your CV via e-mail to maggie@jamiesfarm.org.uk

Start date Friday 1st August

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.

