

Arniston Estate Partnership

Job Description

JOB TITLE: Cleaner

DEPARTMENT: House & Grounds

POST REPORTS TO: Head of Housekeeping and Estate Manager

KEY RELATIONSHIPS:

Internal: Housekeeping Team, Administration Team, Facilities/Caretakers, Events Team

JOB SUMMARY: To keep designated parts Arniston House clean and tidy, using conservation housekeeping techniques; to assist with general cleaning as needed for the Orangery and holiday cottages.

BACKGROUND: Arniston House is a diverse environment, as private family residence, agricultural and rural business centre, historic visitor attraction and busy events venue. A 6,000+ acre working estate, Arniston has been home to the Dundas family for over 450 years. Ongoing activities within the House and Grounds include regular guided tours on Open Days, private Group Tours(occasionally catered), corporate events, weddings, film location activities, family functions and community events.

MAIN DUTIES AND RESPONSIBILITIES

Operational Duties

- To provide housekeeping services in a conservation setting in designated areas within Arniston House(including polishing floors, silver and brass)
- To provide general housekeeping within designated areas of Arniston House
- To provide if needed, general housekeeping support for holiday cottages and events
- To provide laundry services for household, events and cottages
- To visually monitor and log any change or damage through routine checking and formal records (e.g. accidental damage reports)
- To care for and maintain work equipment in daily use and report any faults to Facilities Team immediately
- To communicate in a friendly and professional way with staff and visitors alike
- Work to Health and Safety standards including using and maintaining appropriate Personal Protective Equipment (PPE)
- To understand and comply with COSHH assessments for materials used, be familiar with the relevant material safety data sheets (MSDS) and ensure the relevant safety equipment is used and the necessary precautions taken
- To be aware of health and safety of yourself and others at all times, paying particular attention to how your work may affect others.

Physical requirements for a housekeeper job

- able to lift, push, pull and carry a minimum weight of approximately 12kg
- able to climb stairs
- able to carry a minimum weight of approximately 12kg up stairs
- able to stand for long periods of time.
- able to kneel, bend and crawl.
- able to squat and crouch.
- able to work in confined spaces.
- able to tolerate exposure to dust and cleaning chemicals

PPE must be worn on tasks when specified. Arniston Estate Partnership is committed to the maintaining a safe and healthy environment. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.

Person Specification

POST: Cleaner

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

- Previous Cleaner/Housekeeping experience
- Attention to detail with an eye for good presentation
- Good communication skills
- Able to work effectively and efficiently independently and as a member of a team
- Able to work with flexibility within a tightly structured (but changing) timetable in a busy working home, events venue and popular tourist attraction
- Able to work at all heights including the use of stepladders and mobile scaffolding
- Commitment to Health and Safety standards
- An understanding of, and respect for, the mission and values of Arniston Estate Partnership

Desired

- Experience in a similar conservation housekeeping role
- An understanding of conservation housekeeping practices
- An appreciation of the importance of Arniston House and its collection
- Interest in the built heritage

Personal Attributes

- Willingness to learn new housekeeping techniques under the direction of Management
- Maintain a calm and friendly approach towards visitors and colleagues at all times
- To be organised, self-motivated and diligent
- Enthusiasm for the care of historic buildings
- An ability to work flexible hours (where needed)

This Job Profile will be kept under review and may be amended by the Owners and Estate Management from time to time. Any proposed changes will be discussed with the post holder.

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