

JOB DESCRIPTION
FIXED TERM CONTRACT 2011

JOB TITLE: Seasonal Cleaner – Housekeeping Teams

LOCATION: Blair Castle and Blair Castle Caravan Park

EQUALITY IN THE WORKPLACE:

Blair Castle is an equal opportunities employer which is neutral to age, gender, race, disability, sexual orientation and religion or belief.

RESPONSIBLE TO: Directly to Housekeeping Supervisor and the Duty Manager

MAIN PURPOSE: To assist with housekeeping and cleaning duties in all areas of Blair Castle and Blair Castle Caravan Park. As frequent contact with our visitors is part of the daily routine, a smart appearance and a high standard of customer care are expected.

MAIN DUTIES:

1. To assist with general housekeeping and cleaning duties, including vacuuming, polishing, dusting and care of antique and museum items in the castle.
2. Cleaning public areas including the castle exhibition and toilets.
3. Cleaning staff room areas and toilets.
4. Cleaning all areas of the caravan park, including visitor accommodation, public areas and toilet and shower blocks.
5. Assistance and support to other teams within the Castle Enterprise as required.
6. Comply with health & safety directives and organisational policy, including regular fire drills.
7. Comply with organisational policy for green tourism and recycling policies.
8. Attend team meetings and training sessions as required including after hours sessions – reasonable notice is given and staff are paid for their time.

WORKING CONDITIONS:

Term of Appointment: This is a seasonal position, with an initial probationary period of three months, usually from March/April to October – dates will be specified at interview.

Hours: Staff work on rotas arranged over 5 or 6 days a week. Shifts are arranged between the hours of 7.30 am to 6.00 pm. Flexibility is required to meet the changing demands of the season.

Breaks: Usually 30 Minutes for lunch unpaid, plus one other 15 minute break. Caravan Park arrangements may be more irregular.

Pay: £ to be confirmed

Accommodation: Shared accommodation is available, subject to availability and is charged at £30 per week, deducted from wages.

Uniform: Provided.

Gratuities:

Any gratuities received must be handed in to the Reception Desk. The total amount is shared at the end of the season according to the number of days and hours worked.

Holidays:

Paid holidays are granted pro rata on the full time equivalent basis of 20 days per year. Up to 5 days may be taken when due during the season with at least one month's notice and the prior approval of the Housekeeping Supervisor/Duty Manager. The balance is granted as paid time after the Castle closes for the winter/when employment terminates if sooner.