

JOB DESCRIPTION

Out of Hours Housekeeping Assistant



Responsible to: Operations Manager

Working with: Operations Manager, Caretaker, Duty Managers, Volunteers

Salary: £13,500 - £14,500 pro rata (dependent on experience)

Hours: Negotiable – to cover a 7-day per week operation

Background

Moat Brae is a B-Listed Georgian townhouse and garden in Dumfries, southwest Scotland, which was designed by local architect Walter Newall in 1823 and acknowledged by JM Barrie as his inspiration for Peter Pan: “for our escapades in a certain Dumfries garden, which is enchanted land to me, were certainly the genesis of that nefarious work – Peter Pan”.

The Peter Pan Moat Brae Trust was established in August 2009 as a company limited by guarantee with charitable status to save and restore the property which it has done as part of a two-phase project involving Phase A restoration and Phase B delivery and implementation to create a National Centre for Children’s Literature and Storytelling.

Learning and inspiration is at the heart of this innovative project which will also contribute to the regeneration of Dumfries as part of a broader strategy that plans to use the arts and culture as a means to re-invigorate the town, complementing other cultural developments already underway.

The creation of this major new visitor attraction will ensure the future sustainability of the house and garden and Barrie’s ‘enchanted land’

Summary

Moat Brae is looking for two housekeeping assistants that can handle a range of cleaning jobs around the building including office spaces, event rooms and public service areas. The ideal candidate will be passionate about creating a welcoming environment through good hygiene.

Housekeeping responsibilities and duties

- Sweeping, vacuuming and mopping floors.
- Clean building by emptying bins, servicing toilets and wiping down surfaces.
- Tackle heavy cleaning jobs upon request.
- Ensure walkways and stairs remain clear and free of debris.

- Notify management of any repairs required.
- Mix and dispose of all cleaning solutions appropriately.

Cleaner qualifications and skills

- Ability to handle and utilise an array of cleaning equipment.
- Ability to undertake manual handling repetitively during working hours.
- Knowledge of cleaning chemicals, proper storage and disposal methods.
- Excellent communication skills and the ability to work as a team.
- Excellent organisational skills.
- Self-motivated with the ability to identify and complete needed tasks without direct supervision.

Other

- A willingness to undertake occasional work outside normal working hours.

Terms and conditions

Salary: £13,500 - £14,500 pro rata (dependent on experience) paid monthly and reviewed annually in December.

Hours: Negotiable; including alternate weekends and other regular weekday shifts to be agreed.

Contract: This is a permanent position, subject to the Peter Pan Moat Brae Trust's standard terms and conditions of work.