**TEMPLATE – JOB DESCRIPTION**

**Housekeeper**

Have you [high standards] with an [impeccable eye for detail]? Do you [thrive in a fast-paced environment]? We are hiring for a Housekeeper, and we would love to hear from you!

At [insert name of business] we are passionate about [providing a great guest experience] and recognise that we can only achieve our ambition by attracting, recruiting, and retaining top talent. We will expect you to work hard and strive to ensure [daily, weekly, and monthly cleaning tasks are achieved on time and to the highest standard.]. In return, as a valued member of the team, we offer a [friendly, and supportive] work environment where [we will train you in every aspect of your role] and provide opportunities for you to develop a career with us.

In this role you will work [insert number of hours] per week. You will work at [insert location]. [You will work X shifts per week with X days off].

As a Housekeeper in [insert name of business] you will [have an important role in the maintenance of our equipment, management of our linen and guest supplies]. As a face of the business, you will play a big part in [providing a clean and safe experience for our guests] that will [drive sales, encourage repeat custom and achieve our ambitions]. It is expected that you will deliver this through [employing safe working practices and maintaining a high level of cleanliness].

**Responsibilities and Duties**

You will be responsible for:

* [Ensuring and maintaining a high level of cleanliness.]
* [Carrying out daily, weekly, and monthly cleaning routines.]
* [Maintaining and replenishing stock, linen and guest supplies whilst ensuring that equipment is clean and well maintained.]
* [Employing safe working practices and adhering to health and safety procedures.]
* [Complying with Control of Substances Hazardous to Health (COSHH) regulations.]

As a Housekeeper in [insert name of business] you will report to and have the support of the [insert job title of line manager]. You will work closely with the [insert the names of the teams this role will collaborate with] team(s).

**Skills and Experience**

The successful candidate will be [a great team player who is reliable, trustworthy, and discreet.]

As well as being able to demonstrate:

* [An eye for detail and maintaining high standard of cleanliness.]
* [Being able to work alone and as part of a team.]
* [An ability to carry out instructions and follow them through thoroughly.]
* [Excellent customer service skills.]

**Pay and Benefits**

We offer [a competitive rate of] [insert rate of pay, per hour/per month]. We also offer a wide range of benefits, including:

[X days holiday per year]

[X employers pension contribution]

[Flexible working]

[Employee assistance programme]

[Mental Health First Aiders]

[Private Medical Insurance with X for you and your dependents]

[Income Protection]

[Life Assurance and Personal Accident Insurance]

[Company sick pay]

[Medical leave]

[Occupational healthcare Service]

[2 days paid leave for volunteering each year]

[Share Incentive Plan]

[Leave Purchase Scheme]

[Cycle to Work scheme]

[Car Salary Exchange Scheme]

[Give as You Earn]

[Employee discount scheme]

[Free Parking Onsite]

[Free meals whilst on shift]

[Transport home]

[Externally accredited training and development opportunities]

[Long service awards]

[Learning & development programmes]

[Enhanced maternity pay]

[Enhanced paternity pay]

[Bereavement leave]

[Team events scheduled throughout the year]