# BLAIR CASTLE BOLD SPECIAL copy

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# JOB DESCRIPTION

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**JOB TITLE:** Seasonal Housekeeping Assistant - Housekeeping Team, Fixed Term Contract 2022

**LOCATION**: Blair Castle, Blair Atholl, Pitlochry

**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 the Housekeeping Supervisor and Operations Manager

**MAIN PURPOSE:** To assist with housekeeping and cleaning duties in all areas of Blair Castle. 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 and dusting, working with extra care around antique and museum items in the castle.
2. Cleaning of all public areas including the castle exhibition.
3. Daily deep cleaning and daily maintenance cleaning of toilets.
4. Cleaning staff room areas and toilets.
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 during the main opening season, which is from 1st April 2022- 31st October 2022

Hours: The castle is open seven days a week in the main season. Staff work on rotas arranged throughout the week. Flexibility is required to meet the changing demands of the season. Housekeeping shifts are usually arranged between the hours of 7.30 am to 5.30 pm. Special event days and evening functions also require staffing and staff will be informed at least 2 weeks in advance of non-routine working hours. Staff may also request to be considered for extra hours as and when available.

Breaks: Usually 30 Minutes for lunch unpaid, plus one other 15 minute paid break, depending on length of shift.

Uniform: Tunic or polo shirt, trousers and body warmer provided – staff supply their own appropriate black shoes. Uniforms remain the property of Blair Castle and must be returned in a clean state when employment terminates.

Gratuities: Any gratuities received must be handed in to the Reception Desk. The total amount is shared at the end of the season on a pro-rata basis.

Holidays: Paid holidays are granted pro rata on the full time equivalent basis of 28 days per year (including public/bank holidays). Usually 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 Operations Manager. No holidays will be granted during July and August. The balance is granted as paid time after the Castle closes for the winter or when employment terminates, if sooner.

Signature: ………………………………………………………..

Date: …………………………………………………………….