



## Part Time House Assistant

**Contract: 16 hours per week, flexible days, permanent, some weekends**

### **About the role**

We are looking for a well-organised and flexible person to join our team. We are a registered charity caring for the historic Grade I-listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

This role is vital to the effective and smooth running of the organisation. You will be required to undertake the day-to-day operations of Sharpham House under the guidance of the House Manager. You will liaise closely with the House Manager and Assistant House Manager as well as answering queries from our retreat leaders and the staff of external groups who hire the facilities.

You will work closely with our other House Assistants, to include being aware of Health & Safety in the House, cleaning all areas, making up bedrooms, bathrooms, helping in the kitchen (to include preparing vegetables and washing up) and ensuring the smooth turn-over of the house on changeover days.

This is a varied role, within a small team, in an organisation that has seen significant growth in the last few years and is now looking to be more outward-facing in the pursuit of its charitable objectives.

### **About you**

This is a role for someone who is well organised with excellent communication skills and the ability to work on his or her own initiative, as part of a small team. You will have previous experience in a housekeeping role and able to manage multiple priorities and always achieve high standards. Flexibility and a sense of humour will be vital.

An interest in the Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of courses and retreats.

**For this role you will need to be able to travel to Sharpham House  
which is not served by public transport.**

### **Application:**

To apply, please complete our application form attached and return to [admin@sharphamtrust.org](mailto:admin@sharphamtrust.org)

### **Further Information:**

Please see our website for further information.

### **Informal Enquiries**

Before submitting an application, you may wish to discuss the post further by contacting Amy Ruewell: [admin@sharphamtrust.org](mailto:admin@sharphamtrust.org)



## Part Time House Assistant - JOB DESCRIPTION

<b>Job Title</b>	<b>House Assistant</b>
<b>Salary</b>	<b>£9,984 per annum + pension + holidays</b>
<b>Working Hours</b>	<b>16 hrs per week</b>
<b>Report to</b>	<b>House Manager and Assistant House Manager</b>
<b>Main Purpose of the Role:</b>	
<p>To help maintain the cleanliness and upkeep and tidiness of all areas connected to the main building.          To assist the other House Assistants.          To assist in housekeeping duties when groups are in residence and during changeovers.          To prepare the holiday let Bathing House for clients when they arrive, ensuring and maintaining a pleasant environment.          Kitchen duties to include food preparation &amp; washing up.          To follow Covid-secure guidelines as instructed and where necessary</p>	
<b>Key Responsibilities</b>	
<p>Keeping all areas of the house including all toilets, clean and tidy. This includes washing, dusting, polishing, mopping, vacuum cleaning and sweeping as appropriate.</p> <p>Keeping linen cupboards tidy and putting away clean linen from delivery. Changing bed linen on beds when required and packing up ready for collection by external laundry company.</p> <p>Ensuring that all cleaning equipment/materials are maintained in a safe, clean and efficient working condition. Reporting to House Manager any faults.</p> <p>Notify the House Manager of any replacement materials or equipment needed for the satisfactory performance of the duties.</p> <p>Wear protective clothing when it is needed.</p> <p>Knowledge of the fire alarm system and the procedure to follow in an emergency.</p> <p>Preparation of the house and rooms for group arrivals ensuring users have a positive, safe, welcoming and rewarding visit for the residential and non-residential groups.</p> <p>Supervising groups and cooks when House Manager is not present.          Full awareness of the current 14 allergens (training will be provided).</p>	

Liaise with House Manager and other House Assistants with requirements of various residential and non-residential groups.

Make sure food hygiene standards and safety procedures are always followed.

Liaise with caretaker & Trust Director with regard to maintenance & repairs in the absence of the House Manager.

Be available to work during open weekends & public events and be flexible in your working hours.

Prepare and maintain the high standard of the Bathing House for guests arriving.

Need to be willing to work 3 out of 4 weekends if required.

### Person Specification

	Essential	Desirable
<b>QUALIFICATIONS</b>	Food Hygiene Level 2	First Aid Manual Handling
<b>EXPERIENCE</b>	Housekeeping for a residential property in a similar style building	
<b>SKILLS AND KNOWLEDGE</b>	Customer service skills	Vegetarian cooking Knowledge of allergens
<b>OTHER</b>	Ability to use own initiative as well as understanding the need for clear verbal communication between colleagues. Understanding and relating to the Trust's ethos. Driving licence/own transport	Awareness of retreats and what they entail

### Internal & External Communications

House Manager, House Assistants, Gardeners, Cooks, Caretaker, Visiting Groups

### Hours/Shift Pattern:

16 hours per week housekeeping (hours will be flexible depending on the demand in the House, including some breakfast shifts and some evening shifts and some weekend work).

Hours ranging from 7am to 8pm daily

### AGREEMENT:

Job Holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OBLIGATIONS:**

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff is required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.