

Job Description for Part-Time Palace Housekeeper, Scone Palace

Job Title:	Palace Housekeeper – Seasonal & P/T	Responsible to:	Curator
Main purpose of job:	To provide an efficient and effective cleaning service throughout the public, staff and accommodation areas of the Palace, ensuring a high standard of cleaning is delivered and maintained		
Main responsibilities include :			
<ul style="list-style-type: none"> - Office, Palace and Accommodation cleaning as per duty sheets, this will include: vacuuming, dusting, emptying bins, WC cleaning & re-stocking, mopping, changing beds and some specialised cleaning duties - To use cleaning materials and consumables as recommended by employer in line with Green Tourism policy - To use equipment within Health and Safety regulations and report any faults to line manager - Ensure cleaning materials are stored securely - Responsible for the health and safety of themselves and those around them - To adhere to COSHH regulations on consumables and the use of protective clothing and equipment - Any other reasonable duties as requested by the Curator, Caretaker or Palace Management 			
Person Specification	<ul style="list-style-type: none"> - Maintain excellent time-keeping and attendance - Be able to work unsupervised in a busy environment - Be helpful and polite when interacting with colleagues and members of the public - A flexible approach is essential - Be correctly dressed in uniform & ensure that the uniform is kept clean and smart 		

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.