



## JOB DESCRIPTION

- POST:** Seasonal House Keeping Team
- LOCATION:** Across All Blair's Holiday Parks Location (Travel May Be Required)
- REPORTS TO:** Cleaning/ House Keeping Team Manager
- RESPONSIBLE TO:** General Manager
- CONTRACT:** Until October 2021

### JOB SUMMARY/ Specification:

The post holder will work as a cleaner within company buildings and short-term rental facilities, across all the company locations; including toilets and showers.

As a house keeping cleaner, you will be required to;

- Ensure all rental accommodation is are to the highest standard in the allotted time.
- Report to the Housekeeping/Cleaning Manager any maintenance repairs.
- Ensure cleanliness of linen/service room.
- Report any abuse of the furnishings within accommodation rentals.

### **Person Specification**

The successful candidate will be organised, punctual and efficient. You will also have excellent attention to detail and can effectively meet deadlines whilst maintaining high quality service.

The post holder will be in possession of a full driving licence

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Cleaning Duties**

1. Cleaning of short-term rental facilities, including Hire Vans, Camping Cabins, Geo Domes, Toilets, Showers and Laundry Facilities as required.
2. This will include, but not limited to; clearing bedding and linen, removing rubbish, emptying bins, hoovering, mopping, cleaning, dusting , polishing, clearing dishes and equipment, cleaning bathrooms, toilets and showers, making beds, re-stocking facilities when required.
3. Ensuring facilities are in readiness state for occupation.
4. Clean the office buildings and empty bins.
5. Use cleaning items and consumables as provided for use on the caravan parks.
6. Keep clothing and safety equipment up to date and in good order.
7. Ensure that the customer experience is to the highest standard and effective in promoting and maintaining the company ethos of excellence in customer care.

### **OTHER DUTIES:**

8. Maintain staff relationships and morale among all company staff.
9. Employees of the company are required to promote and support the vision and direction of the Board of Directors at all times.
10. At all times provide a customer focused service and to treat those with whom they come into contact in a courteous and respectful manner.
11. Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
12. Carry out their duties and responsibilities in compliance with Health and Safety Statutory Regulations.
13. Adhere to Equality and Good Relations duties throughout the course of their employment.
14. Ensure the ongoing confidence of customers in the company

commitment to excellent service provision.

15. To assist in the management of customer complaints to a satisfactory resolution for all parties.
16. Maintain high standards of personal accountability.
17. Develop and maintain effective communication networks and working relationships with key personnel, both within and outside the company.
18. Represent the company when required.
19. Any other duties as required.

**Clause:** *This job description is not meant to be definitive and may be amended to meet the changing needs of the company.*

Jan 2020