



JOB DESCRIPTION

Position:	Housekeeper
Reports to:	Head of Housekeeping
Salary:	Up to £21,177 per annum
Base:	Dumfries House

The King's Foundation

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work.

We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

Location:
Dumfries House Estate

The Role:
Cleaning of all areas within the Estate covered by the Housekeeping department.

Key Tasks:

- Clean, stock and maintain all designated areas safely and to a high standard on a daily/weekly basis.
- Ensure appropriate signage is in place where applicable.
- Ensure extra cleaning duties are carried out and signed off as stipulated in work plans.
- Ensure laundry is washed and dried at the correct temperature, and the laundry area is kept clean and tidy at all times.
- Ensure washing machines, tumble driers and dishwashers are maintained and used correctly.
- Ensure all storerooms are kept neat and tidy and all areas are stocked appropriately.
- Ensure all Housekeeping equipment is used and stored safely and correctly after use.
- Report any faults, damage and breakages to HOD.
- Ensure that keys used, are returned to the key cupboard.
- After cleaning, buildings must be locked and alarms set where appropriate.
- When working specifically in Dumfries House ensure the correct handling and cleaning of furniture, fabrics and ceramics in the collection.
- Any other duties appropriate to the role.

Person Specification:

- Physically demanding role, regularly required to reach, kneel, bend.
- Reliability and adaptability.
- Willing to learn and work within a team.
- Integrity.
- A basic knowledge of cleaning.
- Should have a current/clean driving license.
- Good communication skills.

Other:

- The post will be based at Dumfries House with the requirement to travel on occasion.
- Your working hours will be 30 hours per week worked over 7 days.
- You must have the legal right to work in the UK.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address:- hr.recruitment@kings-foundation.org

Closing date for applications: 29th February 2024