

House Team Member

Lendrick Muir

Job Description

JOB TITLE: Part time House Team Member

LOCATION: Lendrick Muir

RESPONSIBLE TO: House Manager

HOURS OF WORK: 7.5 – 22/5 hours per week. School time hours also possible

CONTRACT TERM: Two years

PURPOSE:

As a member of the house team, to support in the cleaning and preparation of the centre for guests and ensuring that the house is kept in good order while guests are here.

MAIN TASKS AND RESPONSIBILITIES:

- Cleaning and preparing bedrooms, bathrooms and all Centre areas for guest use, as well as maintaining areas where staff use and occasionally staff housing
- Assisting with complete house turnarounds, mainly working as part of a team but also at times on your own maintaining a high standard of cleanliness within a time schedule
- Regular bathroom cleaning and daily cleaning routines throughout the building.
- Helping with laundry, moving linen between laundry and main house, washing and folding of cloths and kitchen linens.
- Taking responsibility for restocking chemicals and cleaning materials as required. Observing health and safety procedures.
- Reporting breakages
- Assisting with deep cleaning schedules
- Occasionally assisting other departments, as required
- Participating fully in the life and ministry of the Lendrick Muir Centre and the wider Scripture Union Scotland organisation

IN COMMON WITH ALL SU SCOTLAND EMPLOYEES:

- Demonstrate sympathy + adherence to the SU Scotland ethos, vision, values and work practices, and the wider work of SU in Scotland and beyond.

March 2024

House Team Member (P/T), Lendrick Muir

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Work Experience		
Experience in Housekeeping		✓
Previous roles will have involved work on own initiative		✓
Education		
Qualification in a relevant area such as hospitality.		✓
Willing to undertake training.	✓	
Social		
Sympathetic to + acceptance of compliance with the values of SU Scotland	✓	
Able to undertake evening and weekend duties	✓	
Flexibility in working hours	✓	
Aptitude		
Demonstrates commitment and drive	✓	
Willingness to learn new skills and improve knowledge	✓	
A positive attitude towards undertaking tasks required.	✓	
Ability to work alone or as part of a team	✓	
Commitment to providing a high standard of guest service.	✓	
Ability to understand and adhere to relevant health and safety procedures.	✓	
Other		
Own transport and a full current driving licence		✓
Able to demonstrate knowledge and understanding of Scripture Union Scotland		✓