



Housekeeping Assistant  
Part time – 15 Hours per week (Mon – Sat 7:30am-10am)  
Hourly rate: £9.00 per hour

St Benedict's Centre is set within the grounds of Malling Abbey and offers space for individuals and groups to meet, study, retreat and pray. We are seeking to appoint a Housekeeping Assistant for the centre who can deliver a high standard of cleanliness and hospitality providing a clean, comfortable and friendly environment for guests and staff.

The successful applicant should have previous cleaning or hospitality experience and be able to support the Christian values and ethos of the centre. Whilst this role is primarily housekeeping, the successful candidate will have contact with guests and may be asked to greet and welcome guests, therefore a friendly and hospitable demeanour is essential.

Key Responsibilities:

- General cleaning in all areas of the St Benedict's Centre.
- Complete daily, weekly and monthly cleaning tasks in accordance with the cleaning schedule.
- Provide housekeeping duties including the clearing and pre-washing of crockery when necessary, preparation of refreshments and laundry duties maintaining a clean daily supply.
- Ensure the kitchens are kept clean and tidy.
- Maintain compliance with procedures and all Health and Safety requirements.
- When necessary welcome guests.

For further details and an application pack, please contact the HR Department

Tel: 01634 560000 Email: [recruitment@rochester.anglican.org](mailto:recruitment@rochester.anglican.org) or go to

[www.stbenedictscentre.org](http://www.stbenedictscentre.org)

Closing date for applications: Midday on Wednesday 27<sup>th</sup> March 2019

Interviews will be held on: Wednesday 3<sup>rd</sup> April 2019