



...a place apart

Job Description

Job Title: Housekeeping Assistant
Salary: £9 per hour
Hours: 15 hours per week (Mon – Sat 7:30am-10am)
Reports to: Centre Manager

Main Purpose of Position

The St Benedict's Centre is an exciting collaboration between the Benedictine Community at Malling Abbey and the Diocese of Rochester. Sharing in the Benedictine values of hospitality, prayer and work/study, the Centre welcomes individuals and groups seeking a non-residential place to rest, retreat, create, meet and/or work.

The St Benedict's Centre is also home to the St Augustine's College of Theology and is a Diocese of Rochester location for Formation in Christian Ministry, Licensed Lay Ministry and Continued Ministerial Development training.

We are seeking to appoint a Housekeeper for the centre who can deliver a high standard of cleanliness and hospitality providing a clean, comfortable and friendly environment for guests and staff.

Key Responsibilities and Duties

- General cleaning in all areas of the St Benedict's Centre including Pax House and the Pilgrim Chapel.
- Ensure a high level of cleanliness is maintained in all areas in compliance with procedures and all health and Safety requirements
- 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
- When necessary greet/welcome guests and handover Centre Manager
- Document Housekeeping stock levels and submit order requests as necessary
- Any other housekeeping or related task as required by the Centre manager

Skills and Experience

- Previous cleaning or hospitality experience would be desirable
- An understanding of the Church of England and the centre's Ethos and Values
- Ability to prioritise tasks
- A friendly manner when dealing with guests