



JOB DESCRIPTION

<p>JOB TITLE: Housekeeper –full time.</p>	<p>REPORTS TO: Head House Manager</p>
<p>DEPARTMENT: House</p>	<p>REPORTEES:</p>
<p>MAIN JOB PURPOSE:</p>	
<p>A busy, private Hampshire home is looking to recruit a full time team member to complement their existing team. The full time position can be offered with live in accommodation. The main job purpose is to assist with the running of the family’s home.</p>	
<p>MAIN RESPONSIBILITIES:</p>	
<ul style="list-style-type: none"> • Ensuring that the home is cleaned and maintained to a high standard. • To assist with basic kitchen preparation and basic kitchen duties. (Please note that cooking skills are not essential.) • Wardrobe Management. • Answering the telephone and opening of the door. • Caring for silver and antique furniture. • Assist at occasional dinner parties and events. • Assisting with packing and unpacking when family travel. • Basic Handyman skills – changing light bulbs / fuses. • Car valeting to a high standard. • Gardening – Minor duties. • Exercising the family pets (dogs). 	
<p><u>Job based skills required</u></p> <ul style="list-style-type: none"> • Written and verbal English to a good standard. (The current team is predominantly Polish so therefore can be flexible). • Verified references. • Driving License – this is essential for any applicant conducting car upkeep and desirable for other applicants. • Pet friendly (dogs). 	