

**Person Specification Housekeeper**

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| **Attributes** | **Essential**  | **Desirable** |
| **Qualifications and Training**  |  | Recognised hotelier qualification |
| **Experience and skills** | * Experience of housekeeping / cleaning
* Ability to implement and maintain Health & Safety standards.
* Ability to make sound judgements and apply them calmly and sensitively
* Ability to work as a team member
* To have excellent organisational and time management skills
* Ability to achieve deadlines and prioritise a busy schedule
* Ability to use initiative and work in a proactive manner
* Ability to deal with sensitive and confidential information
 | * Experience of working in the hospitality sector
* Experience of catering for small groups
* To have an understanding of the expectations and needs of a Christian Retreat Centre.
* To have a working knowledge and understanding of the Health & Safety requirements in a small hotel or equivalent
* To be able to prepare work rotas for staff
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| **Personal Qualities** | * To be in sympathy with the vision and mission of Foxhill and the aims and objectives of the Church of England.
* To possess excellent welcoming and hospitality skills.
* Approachable and dependable.
* A person of integrity.
* Flexible work approach.
* Good team player.
* An ability to work under pressure.
 | * Evidence of continued learning
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| **General**  |  | **Full driving licence and access to a car.** |

May 2021