

**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 |
| **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 |
| **General** |  | **Full driving licence and access to a car.** |

May 2021