**Job Description**



**Job Title**: Housekeeping Assistant – Part-time, Term Time only

**Hours of Work**: Flexible/Variable – 15 hours over 2 or 3 days

**Reporting to**: Director of Foxhill

**Location**: Foxhill House, Tarvin Road, Frodsham

**Job Overview:**

To work closely with the Director of Foxhill and the rest of the team to ensure our environment is welcoming, clean, and well-organized.

**Key Responsibilities:**

**Housekeeping & Bedroom Care**

* Making and preparing beds
* Cleaning and tidying guest rooms
* Vacuuming and ensuring the rooms are ready for use
* Handling linen returns and deliveries

**Front of House**

* Setting up meeting rooms for events
* Preparing and serving refreshments for meetings
* Keeping public areas, including washrooms, clean and presentable

**Meal Service**

* Setting tables for meals
* Serving meals, clearing dishes, and washing up
* Assisting with light kitchen duties when required
* Cleaning the servery area after meal service

**Additional Responsibilities**

* Performing any other reasonable tasks that may be required to support the day-to-day operations of Foxhill House

**Note:**

Due to the nature of the role, working hours can vary based on the needs of the house and the schedule.

This job description does not form part of your Contract of Employment

Dated: June 2025