

**Claridge House, Dorman's Road, Lingfield, RH7 6QH**  
**01342 832150 (place for work)**  
**[www.claridgehousequaker.org.uk](http://www.claridgehousequaker.org.uk)**

General Assistant Part-time, minimum 16 hours a week at £8 ph.

The objective of this position is to help maintain overall cleanliness and service in the public areas, the bedrooms, the kitchen and the dining room as required and to contribute to the ambience of the house. The post holder will report to the House Manager/housekeeper and work to high standards on a rota basis which will include working at weekends and public holidays.

### Job Description

- Work with the team to ensure bedrooms and public areas are kept clean and tidy at all times
- Clean and prepare the bedrooms on a daily basis
- Ensure all laundry is done on a regular basis
- Help the cooks/housekeeper in the preparation of food and service in the dining room.
- Set out a simple breakfast for guests.
- Help the cooks to clean the kitchen and do the washing up.
- Be kind and courteous to guests. Offer help and assistance to those that ask for it. Work with the management to create a harmonious place of retreat and renewal that prioritises the needs of our customers

### Skills and qualifications

#### Essential

- Experience of working in a service environment
- A desire to maintain a clean and orderly house
- Experience of working with a team that puts the needs of the customers' first
- Physical fitness
- Kindness

#### Desirable

- Experience of working in a caring organisation