



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lettings Assistant
Department: Lettings
Report to: Lettings Coordinator
Date: March 2023

ROLE

To support the Lettings departments with various tasks including cleaning, catering, housekeeping, laundry, hosting and lifeguarding.

SUMMARY OF DUTIES

- To clean bedrooms and communal areas as required.
 - To ensure that both front of house and kitchen catering areas are thoroughly clean and hygienic throughout the working day.
 - To serve and replenish food on counters as required, maintaining excellent customer care skills at all meal and event times.
 - To assist with basic food preparation tasks (under instruction) as required.
 - To launder bed linen.
 - To prepare accommodations for guests including making beds.
 - To welcome guests and respond to any queries
 - To provide out of hours support to guests. This may involve sleeping on site.
 - Undertake lifeguard duties (subject to holding the relevant qualification). This may also include cleaning duties in the pool area.
 - To undertake regular training and refresher courses as required in order to comply with legislation.
 - To assist other members of the lettings team as required.
 - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
 - Any other duties as reasonably directed by Lettings Coordinator, Catering Team Leader or Head Chef.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Excellent customer service skills.
- Enthusiasm and a can-do attitude.
- Good timekeeping and reliability.
- Good communication skills.
- Ability to work unsupervised or as part of a team.

Desirable

- National Pool Lifeguard qualification – we will fund the cost of this for those interested in lifeguarding duties.
 - Previous experience of cleaning, catering or customer service.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___