



Job Title: Housekeeping Assistant

Lawn House comprises 14 boutique bedrooms and is situated within Hatfield Park, the heart and soul of which is Hatfield House, the home of the Marquess and Marchioness of Salisbury.

The accommodation is set within its own garden and each room has its own personality and ensuite facilities mostly overlooking Hatfield Park. There is a shared Drawing Room, Garden Room, kitchen and Breakfast Room.

Breakfast is included in all room rates.

The very nature of the business will result in the need to work unsociable hours & weekends. The main part of this role is housekeeping, however due to the nature of our business the role is varied with assisting with the cooking of breakfast, cleaning common areas and working with our booking system to take bookings, check guests in and out. You will need to have experience in housekeeping or hotel work, catering experience would be beneficial but not essential. Training will be provided.

Principle responsibilities include:

- Working with General Manager & Manager to ensure the smooth running of Lawn House.
- Checking in guests to their rooms and on the booking system.
- Housekeeping duties such as cleaning bedrooms and bathrooms to a very high standard.
- Housekeeping duties such as vacuuming and cleaning of common rooms, and generally helping where needed.
- Assisting the managers / head housekeeper with breakfast service and general kitchen cleaning duties.
- Restocking of guest bedrooms and breakfast room.
- Restocking of linen cupboard.
- Assisting with preparing & cooking breakfast for up to 32 guests.
- Welcoming guests on check in with a happy Hatfield smile.
- Checking guests out on our booking system.

- Adhering to Health & Safety policies and procedures.
- Working in partnership with the managers and head housekeeper to ensure the delivery of exceptional service levels to all guests.
- Encouraging positive guest feedback.

We are seeking a person who is hardworking and always looking for methods of improving the guest experience.

Applications should be made to: General Manager, Jayne McCann on j.mccann@lawn-house.com