



JOB DESCRIPTION

This job description has been designed to give a clear definition of the role at the time it was prepared but it is hoped that the employee will seek to develop the role to the best of his/her ability and that the role can and will be developed to make full use of his/her potential.

Job Title:	House Keeper
Location:	Large shooting lodge in the Peak District near Macclesfield
Report To:	The Earl and Countess of Derby
Hours of Work:	Full-time. A certain amount of flexibility is required, Summer months are busier than the winter months. If preferred, the role can be part-time in the winter months.
Salary:	Competitive

Purpose of the Role

This live-in housekeeping role is responsible for the cleaning and running of the shooting lodge in line with the requirements of the Earl and Countess of Derby.

Main Duties & Responsibilities

- The majority of this role is focussed upon ensuring the cleanliness of the shooting lodge on a daily basis.
- To do the laundry.
- To water any flower arrangements
- To be responsible for stocks of all cleaning materials and restocking.
- To unpack for lady guests at Derby shoots and let shoots.
- To ensure the lodge is prepared for day visitors and meetings.
- To ensure, when the Family are in residence, the opening up of the lodge and the preparation of bedrooms and other areas.
- Carry out the annual spring clean.
- To assist with housekeeping requirements when the lodge is let.
- To assist with housekeeping requirements to let cottages.

- To answer the telephone in the lodge.
- To receive any deliveries.
- To report any breakages
- To ensure the maintenance of the shooting lodge to include, but not limited to:
 - Arranging for plumbing and/or electrical work around the house
 - Arranging for decoration work around the lodge
 - Arranging for the service of the Aga
 - To maintain the fire alarms and smoke detectors, ensuring that they are in full working order.
- To be responsible for the security of the lodge and all of its exits and entrances.
- To carry out any other reasonable task that may be required to fulfil your role.

Benefits

- 31 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Discounts on a range of products and services offered by the Estate
- Investment from us into you and your role
- Long service awards