



Job Title: *Housekeeper & Cleaner*

Responsible to: Deputy Director

Hours: 2 hours a day, 5 days a week. (Including weekends)

We take pride in our amazing listed venue and our housekeeper & cleaner will be a key part in the team.

Burgh House is a beautiful Grade I listed Arts venue & museum in the heart of Hampstead. We programme events throughout the week and have a lovely café open Wednesday – Sunday.

In a busy venue like Burgh House with eclectic events taking place throughout the week, we would require a cleaner 2 hours a day from 7am – 9am, (we can be flexible on the timings). If you have significant cleaning experience (Ideally within the Arts, Hotel or conference environment), then please do not hesitate to get in touch.

Main Duties and Responsibilities:

Opening the house and the different rooms.

Making sure that the outside of the building is kept clean and tidy

Vacuum all the rooms

Mop the floors

Clean the bathrooms

Polish the brasswork

Making sure that the storeroom is safe and tidy

Making sure that all the recycling and rubbish has been taken to the outside bins.

Vacuum and dust the shelves on the first floor.

Making sure that the house is set up and ready to be open to the public for the different activities.

Watering the plants

Take pride and responsibility for the appearance of the building

Person Specification

Experience of working as a cleaner & being a building key holder

Experience of working to tight deadlines

Good oral communication skills

Highly motivated and reliable with excellent time keeping

Confident working alone

You must be eligible to work in the UK.

Should you be interested in applying for the role, please send your CV and Cover Letter to Victor Hall, Deputy Director at Burgh House. (victor.hall@burghhouse.org.uk)

We are an equal opportunity employer; details of our diversity statement can be available upon request.

The employment is with Burgh House CIO at Burgh House, New End Square, NW3 1LT