

Job Title:	Weekend Housekeeping Assistant
Department:	Waldon House
Reporting To:	Waldon House Manager
Hours:	8.5 hours per week. Saturday & Sunday, 7.30 am – 11.45 am
Location:	St. Andrews
Contract:	Part-time Seasonal (August– November),
Job Purpose	
<p>The Royal Ancient Golf Club of St. Andrews is seeking a Housekeeping Assistant to join this famous established organisation of over 260 years standing. Based in Waldon House, the team is dedicated to providing the best visitor experience whilst maintaining high standards of cleanliness and hygiene.</p> <p>Although hours are fixed a degree of flexibility is of the utmost importance to cover and assist other members of the team.</p>	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <p>Core responsibilities are:</p> <ul style="list-style-type: none"> • Cleaning bedrooms and public rooms to a high standard • Excellent customer service • Dining Room Service <p>EXPERIENCE</p> <ul style="list-style-type: none"> • Previous experience within a similar role • Experience of working to high standards of cleanliness and hygiene • Proven ability to learn systems and procedures • Delivering excellent levels of customer service <p>SKILLS & ATTRIBUTES</p> <ul style="list-style-type: none"> • Trustworthy and reliable • The ability to work unsupervised • Excellent attention to detail • Smart appearance • Good communication skills • Ability to use own initiative <p><i>To apply for this vacancy, please send your c.v. and covering letter to <u>Laura Kane on recruitment@randa.org</u> by the closing date of Wednesday 31st July 2019.</i></p> <p><i>How your information will be used</i></p> <p><i>In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.</i></p> <p><i>If you have any questions about The R&A's use of your data, please contact us.</i></p>	

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.