



Chalice Well Trust

Recruitment Profile

The Chalice Well is a spiritual sanctuary and retreat in Glastonbury, Somerset. A World Peace Garden, the Chalice Well is a place where people of all beliefs and spiritual paths are welcome.

The Chalice Well Trust was originally founded by Wellesley Tudor Pole in 1959 to ensure that this very ancient Holy Well could continue to be available to all – forever. Our vision is to protect and sustain the Chalice Well as a place of deep resonance for all those who visit, from near and afar, and for all who work or volunteer there, and to work alongside all people of good will and true heart to sustain this sacred place as a beacon of hope throughout the world.

The Chalice Well retreat house – Little St Michaels, is a grade 2 listed building with some parts dating back to the 16th century. It is a site of spiritual, cultural and historical significance housing pictures, furniture and artefacts that are very rare and/or very old. The house is available for Companions to book throughout the year and is for the purpose quiet contemplative retreats.

We are recruiting the following position -

The Position	
Job Title	Housekeeper
Reporting to	Lead Manager
Application method	By submission of CV and covering letter by email to joannadyer@chalicewell.org.uk Active Date: 03 July 2024 Telephone : 01458 831154 Our website : https://www.chalicewell.org.uk/
Vacancy no.	24/07
Status of vacancy	Permanent part-time.
Target start date	ASAP

Hours of work	<p>Average 9.00 hours/week basic</p> <p>Basic hours are 3 hours/day each week to include weekends and public holidays. There will be at least two Saturday & Sunday shifts per month. Working hours are 9am to 12pm with some variation at times.</p> <p>In addition to these core hours, there will be the opportunity to work flexibly to cover workload as required, including sickness cover, annual leave cover, and to supplement the existing team when our retreat house is fully occupied.</p>
Terms and conditions	<p>Rate of pay £12.06 per hour with overtime paid at basic rate.</p> <p>Salary and overtime hours are paid 15th each month for hours worked in the previous calendar month.</p>
Benefits	<p>Training provided</p> <p>17 days holiday entitlement for this 3 days / week role inclusive of statutory bank holidays.</p>

Roles and responsibilities:

1. General cleaning of the retreat house Little St Michaels, including bathrooms, toilets, kitchen and communal areas, taking part in routine Health and Safety processes.
2. The cleaning and upkeep of other areas including the Gatehouse, Gardeners' Area, Garden Toilets, Shop, Essences Production area and Office.
3. Maintaining high standards and checking on a regular basis in all the above areas.
4. To communicate the needs of guests in Little St Michaels and any other necessary information to the Office Services Manager and other staff.
5. To represent and uphold the values and ethos of the Chalice Well in all dealings with visitors and other staff.
6. To take care of all equipment and tools, maintain them in good and usable condition. To ensure that health and safety arrangements are observed when using equipment and cleaning products.
7. Provision of resources and supplies to all the above mentioned areas, in association with the Lead Manager.

8. To clean and tidy the various housekeeping storage areas regularly, maintaining them in a good condition and safe state at all times.
9. To ensure that the house and other areas are maintained in such a way as to conform to health and safety requirements, and are safe, at all times, for the general public to enter.
10. To assist in the dispatch and reception of laundry.
11. To attend regular Housekeeper meetings.
12. The occasional training of new housekeeping staff in appropriate areas.
13. Apply the Chalice Well Trust policies and staff spiritual protocol
14. Any other reasonable duties which are appropriate to the post

Person Specification

You will need:

- The ability to clean to a high standard, quickly and efficiently in a quiet setting
- Attention to detail and presentation
- The ability to work with colleagues and to work independently
- To be punctual and conscientious
- To be flexible about end of shift timings and be able, occasionally, to cover for colleagues
- To be able to communicate effectively
- To interact with guests appropriately and respectfully
- To give a high standard of customer service