



Parcevall Hall

General Assistant Job Description

The role is directly responsible to the Director and under the delegated day-to-day instructions of the Duty Manager or Catering Manager, depending on duty rota. Each shift is 6 hours. There will be 3 shifts per week.

Duties

- Clean and maintain guest bedrooms and bathrooms
- Clean and maintain public areas of the Hall
- Wash, dry, iron, fold and store bedding and towels
- Preparation and cooking of food
- Preparation of the dining room and serving meals
- Clearing and washing up

This list is not exhaustive, the Assistant may also be required to undertake other duties when requested by the Director or Duty Manager.

The work schedule varies with each shift. If it is not possible to complete work by the end of a shift, this must be advised to the Director or Duty Manager.

Time may be taken for a meal break during the course of duties, but this does not form part of the shift hours and termination of the shift should be deferred by a length of time equal to the break taken.