

Job Description

Job Title: Housekeeping Assistant – Part-time.

Hours of Work: Flexible/Variable – 15 hours over 2 or 3 days

Reporting to: Director of Foxhill

Location: Foxhill House, Tarvin Road, Frodsham

Job Overview:

To work closely with the Director of Foxhill and the rest of the team to ensure our environment is welcoming, clean, and well-organized.

Key Responsibilities:

Housekeeping & Bedroom Care

- Preparing guest bedrooms to a high standard, including making beds
- Cleaning and tidying rooms, ensuring they are comfortable and ready for arrival
- Vacuuming, dusting, and maintaining excellent cleanliness throughout
- Managing linen deliveries, returns, and stock levels

Front of House

- Setting up meeting rooms for events
- Preparing and serving refreshments for meetings
- Keeping public areas, including washrooms, clean and presentable

Meal Service

- Setting tables for meals
- Serving meals, clearing dishes, and washing up
- Assisting with light kitchen duties when required
- Cleaning the servery area after meal service

Additional Responsibilities

- Performing any other reasonable tasks that may be required to support the day-to-day operations of Foxhill House

Note:

Due to the nature of the role, working hours can vary based on the needs of the house and the schedule.

This job description does not form part of your Contract of Employment

Dated: January 2026