



# HOUSEKEEPING ASSISTANT RECRUITMENT PACK



# ABOUT US

A year-round visitor attraction in the heart of Bedfordshire, Old Warden aerodrome is one of the only remaining grass airfields in the country. The visitor attraction is made up of the Collection, Swiss Garden, Shuttleworth House, and extensive surrounding Parkland. It also boasts an on-site café.

As well as daily visitation, Shuttleworth offers regular events, including a summer air show season that welcomes around 29,000 visitors each year, family and commercial events, private hire opportunities and weddings.

As an educational charity, we are proud to offer a range of learning opportunities to schools and colleges. Our engineering apprenticeship programme has led to many of our in-house engineering team working with us for many years.

## The Collection

Honouring the legacy of our patron, Richard Ormonde Shuttleworth, The Shuttleworth Collection is a treasure trove of airworthy vintage aircraft from 1909-1950, agricultural and steam exhibits, veteran vehicles, classic motorcycles, bicycles, carriages, and buses.

## Swiss Garden

Beautifully restored, this RHS partner garden is a unique example of a Regency Garden in the 'Alpine' style.

## Shuttleworth House

Shuttleworth House hosts a range of events throughout the year, as well as being a hugely popular wedding venue. There are various spaces available for corporate bookings and away-days.

## Parkland

The Shuttleworth site includes stunning lakes and parkland which can be hired for events and is open to various public walking routes.



The Shuttleworth Trust – registered charity: 307534 – was set up to honour the life and legacy of Richard Ormonde Shuttleworth, a keen aviator, racing driver and horse racer, who was tragically killed in 1940 during a night training exercise for the RAF.

# HOUSEKEEPING ASSISTANT

We are seeking a dedicated and detail-oriented Housekeeper to join our team. The ideal candidate will play a crucial role in maintaining cleanliness and organisation in our facilities, ensuring that all areas are welcoming and hygienic for guests and staff alike. This position requires a strong work ethic, attention to detail, and a commitment to providing excellent service.

Core duties and responsibilities:

- Perform routine cleaning tasks including dusting, vacuuming, mopping, and sanitising surfaces in guest rooms, hallways, and common areas.
- Ensure that all cleaning supplies are stocked and maintained in accordance with health and safety regulations.
- Report any maintenance issues or safety hazards to the appropriate personnel promptly.
- Assist with laundry duties as needed, including washing, drying, folding, and storing linens.
- Provide exceptional customer service by responding to guest requests and inquiries in a friendly manner.
- Maintain a high standard of cleanliness throughout the facility to enhance guest satisfaction.
- Follow established procedures for cleaning and sanitising to ensure compliance with health standards.

Skills:

- Previous experience in hotel housekeeping or commercial cleaning is highly desirable.
- Strong customer service skills with the ability to interact positively with guests and colleagues.
- Basic cooking skills would be an advantage for preparing light meals or snacks as required.
- Excellent time management skills with the ability to prioritise tasks effectively.
- Attention to detail and a commitment to maintaining high standards of cleanliness.
- Ability to work independently as well as part of a team in a fast-paced environment.
- If you are passionate about cleanliness and enjoy creating welcoming spaces for others, we would love to hear from you.

*This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.*





# TERMS & CONDITIONS

Job Title:	Housekeeping Assistant
Working Pattern:	Part time, permanent
Salary:	£9,500 - £15,300 per year
Expected hours:	24 hours per week
Job Type:	Permanent, part time
Benefits:	<ul style="list-style-type: none"><li>• Company pension</li><li>• Discounted or free food</li><li>• Employee discount</li><li>• On-site parking</li></ul>
Schedule:	Monday to Friday, weekend availability
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site
Reference ID:	Housekeeping Assistant



# HOW TO APPLY

To apply for this role, please submit your CV and a covering letter outlining your suitability for the role to [jobs@shuttleworth.org](mailto:jobs@shuttleworth.org)

We look forward to hearing from you.

