**About Atholl Estates**

Atholl Estates is an exceptional place, offering the best Scotland has to offer in visitor experiences, holiday accommodation, events and timber and food production. The estates are the largest provider of affordable housing to the locally employed in Highland Perthshire, producers of enough hydro electricity to power over 1300 homes and actively planting over 1000 hectares of new woodland and restoring 250 hectares of peatland annually to contribute towards the challenge of addressing climate change and biodiversity decline.

**Estate Head Housekeeper Role**Location: Blair Castle Caravan Park, Blair Atholl, Pitlochry, Scotland.
Contract: Full-time, permanent
Salary: £28,000
This is a working manager role, reporting to the Lodge Manager on a diverse and fascinating estate in Highland Perthshire with a wide range of self catering holiday lodges and significant caravan park. Atholl is located at the southern extent of the Cairngorms National Park, yet just over an hour's drive to Edinburgh, with Blair Castle at its centre.

- To lead, support, recruit and train accommodation housekeeping staff, delegating to and empowering the park senior housekeeper and sporting lodge housekeepers to own their areas of responsibility.

- To take a significant role in developing the annual budget for accommodation housekeeping across the estate and then taking a leading role in ensuring expenditure is in accordance with the budget.

- To train staff to promptly identify and report defects and broken equipment.

- To manage supplier contracts and stock control.

- Ensuring consistent safe working conditions for the housekeeping team both in terms or risk assessments and control of hazardous substances.

- Forward planning of work load including staff rotas in liaison with team leaders.

- Clear and timely reporting of working hours to finance for payroll.

- Making orders for cleaning materials, establishing best value and ensuring correct payment.

- Monitor standards of laundry from our laundrette suppliers and delivery / uplift service.

- Support, when possible for castle housekeeping.

- Contributing to our mid-level management team.

**Park Housekeeping**Through the park’s senior housekeeper during the period April to October inclusive and directly for the winter months:

- To ensure the park`s visitor accommodation, shower blocks and administration space is maintained in a consistently clean and presentable condition.

- Close integration with reception, administration and warden teams to ensure communication and forward planning is kept as effective and efficient as possible.

- Compliance with estate policies and park accreditations.

**Ensuring that the team delivers:**

o Clean and prepared static holiday homes, lodges and pods for arriving guests.

o Clean and prepared public areas and shower blocks.

o Clean and prepared reception, offices, games room, laundry and staff toilets.

o Operational maintenance of washing machines and dryers.

o Deep cleaning of shower blocks as has been routinely been the case.

o Tidy and orderly stock rooms.

- Allocation of duties to cleaning team and monitoring of performance of staff.

- Contributing to park team meetings

**Estate Housekeeping**Directly managing pool and unallocated housekeepers and supporting the sporting lodge housekeepers to deliver:

- Clear training guidance related to written standards of how the property is to be cleaned and presented, both inside and defined exterior areas such as window cills, door steps, patios and balconies

- High standards of tidiness and appropriate levels of stock in our store rooms through the effective use of an inventory.

- Sufficient housekeeping stocks and ensure purchase orders are raised in a timely manner, in accordance with budget.

- High and consistent levels of cleanliness and presentation across the properties, aiming to work beside each housekeeper regularly to guide, encourage and motivate. Use photographic records of each room in each lodge to avoid changes to layout gradually developing.

- Audits of specified lodge inventories against actual inventories to ensure housekeepers are maintaining levels.

- Recognition of customer requests/complaints, communicating such with the lodge manager.

- Winter work which includes spring cleaning and any post maintenance reinstatement.

- Support for housekeepers escalating issues on occasions where maintenance or repair requirements are not being attended to.

- Train and encourage housekeepers to notice when maintenance work is required, including minor items like window cleaning or blocked gutters and to report these matters to the lodge manager.

**Role benefits**

* Attractive, competitive salary at £28,000 a year, supported by an excellent company pension scheme that includes life cover.
* Other benefits include free tickets to: Atholl Gathering and Highland Games and Blair Castle and Gardens. Discounts off: The Larder, Castle Gift Shop, Restaurant, holiday accommodation, fishing and more.
* Join in on great social and wellbeing initiates including, a staff book club, free fruit for staff, cycletowork scheme, summer BBQ, fireworks BBQ and quiz nights.

If this sounds like the role for you, apply now and seize this incredible opportunity to join our team.

Please send a CV and cover letter to Steph at stephh@atholl-estates.co.uk