



CRAIGDARROCH CASTLE®

JOB DESCRIPTION - HOUSEKEEPER

Reports to: Restoration Manager with daily support from Facility Maintenance Technician

Duties and Responsibilities

Housekeeping

Performs daily housekeeping tasks including vacuuming of public and office areas, dusting, floor washing, wall, window and surface cleaning.

Cleans public and private bathrooms including the sanitization of toilets, sinks, bathtubs, floors and all surfaces. Stocks and installs toilet paper, paper towels, soap.

Under direction of Curatorial Department, performs detailed cleaning of period rooms.

Maintains sanitary conditions in staff areas including refrigerator microwave cleaning, surfaces and floors, drawer/cupboard storage cleaning and maintenance.

Maintains laundry rooms and other spaces as assigned in Society rental properties.

Assists with proper maintenance and storage of specified supplies and equipment, advising Restoration Manager of stocking requirements

Has working knowledge of building security and alarm systems

As required, responsible for secure opening and closing/lock down of Castle, visitor centre and restoration office

If public/staff safety is compromised, takes steps to alleviate any hazardous conditions.

May occasionally assist with basic renovation and building improvement tasks.

Grounds//Recycling Responsibilities

Maintains clean and safe parking and exterior areas, including exterior garbage and ashtray clearing.

Advises appropriate supervisory staff of grounds related problems as they arise.

Collects, bags and stores garbage, paper and glass/plastic recycling and delivers recyclables to recycling depot as assigned.

Other Duties

May provide assistance to Visitor Services Department, Curatorial Department, Administrative Department, Museum Store and/or special events as required.

Other duties as required