

Spring/Summer Vacancy

Reporting to: Housekeeping Manager

Fixed Term: Immediate start until the 30th August - **Part time: Minimum 12 hours a week.**

Salary: £11.44 per hour (inclusive of holiday pay)

Location: On Site. Ufton Court is 10 miles from Reading.

Closing date: 27th April 2024 at 23:59. We will review applications on a rolling basis so may appoint prior to this date should we meet a suitable candidate. So, please apply early by emailing your **CV and covering letter** explaining why you are the right person for the role to recruitment@ufton.org.uk.

Ufton particularly encourages applications from minority ethnic groups and underrepresented communities.

Job description

Are you passionate about making a difference in the lives of children and ensuring memorable experiences for our wedding couples?

We're looking for an enthusiastic individual to join our Support team for a fixed term until the end of August. You will assist in the kitchen feeding our visiting children, and when the summer holidays hit you will be part of the busy cleaning team prepping the site for our many weddings.

The role:

- Cleaning and other housekeeping duties
- Kitchen duties including food prep and washing up.
- Laundry
- Variety of shifts including early mornings (6.30am start) and late finishes (7.30pm)

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change

The successful applicant will also:

- Be part of the front of house team of the charity.
- Contribute to achieving the objectives of Ufton.
- Undertake any additional and ad hoc tasks as required.
- Actively contribute to team meetings and other activities as required.
- Represent Ufton in a professional manner.
- Work within an EDI framework, adhere to all the charity's policies, procedures and working practices.

You'll need:

- Be over the age of 18 due to the operation of some machinery.
- Must have own transport.
- Be able to work under your own initiative.
- Reliable
- Have excellent customer service skills.

Ufton operates a Safer Recruitment policy and is an Equal Opportunity Employer. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.