

RATHFINNY WINE ESTATE

JOB TITLE: Estate Housekeeper

DEPARTMENT: Wine Tourism

LOCATION: Rathfinny Wine Estate Ltd, Alfriston

RESPONSIBLE TO: Guest Relations Manager

Rathfinny Wine Estate is a family owned, established in 2010 to produce world-class sparkling wine from our 600-acre estate near Alfriston in East Sussex. Located in the heart of the South Downs and 30 minutes from Brighton, the 93 Ha vineyard is just 3 miles from the English Channel and lies on the same band of chalky soil that forms the Baris Basin. Recognised as an innovator in this exciting new-world region we achieved our B-Corp accreditation in 2022, meaning that sustainability is fundamental to what we do. We have a bed and breakfast, cellar door and two restaurants on the vineyard.

KEY RESPONSIBILITIES

Our Estate housekeeping team is looking for friendly individuals who are efficient and should be hands-on as well as be able to work to high standards of cleaning and hygiene.

You will be working as part of a team, you must be positive and have a positive attitude with a smart appearance and enjoy working as part of our team. The successful candidate will need to have a passion for hospitality and good attention to detail to ensure our high standards are maintained. They should be committed and polite and able to use their own initiative. Previous experience in a similar position would be an advantage though not essential as full training given. Candidate will need own transport due to location.

Key responsibilities include:

- Completing a through turnaround of our rooms and areas around the estate.
- Make beds and change linen.
- Vacuuming, mopping and deep cleaning rugs and carpets
- Dusting and polishing furniture
- Count and put away laundry deliveries.
- Keeping bathrooms stocked with toiletries and clean linens.
- Reporting any maintenance issues timely
- Cleaning mirrors and other glass surfaces
- Maintaining stock levels and reporting required stock.
- Cleaning all toilets on site regularly and maintaining toiletries.
- Liaising with your manager and reporting any issues.
- Check stock levels of products used on a regular basis.



JOB TYPE: Permanent, Part-time

HOURLY RATE: £11.50 per hour plus share of service charge

WORKING HOURS: Minimum 18 hours per week with extra hours available to cover sickness and holiday

STANDARD WORKING DAYS:

- Thursday: 9.30am -3pm
- Friday: 9.30pm - 3pm
- Saturday: 9.30pm - 3pm

The role will be based at Rathfinny Wine Estate which is one mile south of Alfriston, BN26 5TU. Due to the remote location being able to drive to work is essential

B CORP

Actively participate in B Corp certification and the adoption of the highest standard in social and environmental performance, public transparency, and legal accountability to balance profit and purpose. Teams will decide their annual targets and as a member of that team, you will be expected to show how you have contributed to them. Personal targets towards our mission are encouraged but these are not discussed and assessed in the same way.

EVERYONE IS WELCOME

Rathfinny is an equal opportunities employer and actively supports Human Rights, and all Equality legislation. Our ethos is to respect and value people's differences, to help everyone achieve more at work as well as in their personal lives so that they feel proud of the part they play in our success. We believe that all decisions about people at work should be based on the individual's abilities, skills, performance and behaviour and our business requirements. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

CULTURE AND CONDUCT

At Rathfinny Estate we are committed to producing exceptional wines and experiences, enjoyed the world over, that reveal the character of our family Estate in Sussex, using methods that are kind to our land, people, community, and wider environment .To deliver this commitment we foster an environment of high-performance and a culture of excellence which drives the production of exceptional quality products which are safe, legal, authentic as well as providing excellent customer service. All staff are expected to:

- Engage in the ongoing process of continual improvement in all aspects of quality, safety, authenticity, and legality.
- Utilise skills, knowledge, and experience to suggest ways to solve problems and improve processes.
- Work with enthusiasm and professionalism.
- Treat colleagues with respect and kindness.
- Be friendly, helpful and cheerful with the team and the public. Communicate openly and behave in an ethical, honest and fair way.

Please send applications to: HR@rathfinnyestate.com