

## Venue Cleaning & Preparation team-member

We here at The Priests House, a wedding and events venue based on the site of the Grade-1 listed Barden Tower on the Bolton Abbey estate, are about to have an exciting 2024 ahead of us. We have a packed calendar year of weddings and events to come and are looking for the ideal candidate to help assist the running of these special occasions.

**Job Role:** Venue cleaning & preparation team-member

**Reports to:** Business owner

**Based at:** The Priests House, Barden Tower, Bolton Abbey, BD23 6AS

**Pay:** £12.50 per hour

**Perks:** 10% friends / family discount for our occasional restaurant services. Training provided. Opportunity to develop skills and work alongside the owners.

**Probationary period:** 3

**Notice period after probation:** Three weeks

**Hours:** Flexible: 12-18 hours per week

### Key responsibilities:

To ensure the venue is at maintained to a high standard of cleanliness in preparation for that days service, duties will include:

#### The Priests House:

- cleaning washrooms
- vacuum, sweep and mopping
- dusting
- tidying grounds
- assist with preparing the venue where needed including setting chair covers and décor

#### The Barn at Barden

- making up beds
- cleaning kitchen
- cleaning washrooms
- Sweeping and mopping etc

and generally, make it fit for the next guests occupation often against tight timelines

### Key traits & skills:

We do not necessary feel specific qualifications are required. However, the prospective candidate must be reliable, trustworthy, punctual and be thorough in their responsibilities.

## Personal Qualities

### Essential

- flexible - the hours for this position include unsociable hours and will not be the same every week as depends on bookings. Will include Sunday working.
- trustworthy & reliable
- works to an extremely high quality; taking pride in excellent feedback
- excited about new experiences and responsibility
- cares about the details

We are hands-on owners who have run The Priests House for 16 years. Over that time, we have overseen the restoration of Barden Chapel, have developed a thriving wedding and events business and are excited to expand our team to make more “best days” happen.

If you are interested, and have experience please send an email with your CV and cover letter to [conor@thepriestshouse.net](mailto:conor@thepriestshouse.net) we would appreciate the chance to discuss further with you.