**Housekeeper – Central London**

**About us**

Wallacespace provide rooms for workshops, meetings, training and events. Our spaces are bright, energising and inspiring. Delighting our clients with a can-do attitude and proactive service is what we do in our venues, everyone who works with us shares this objective; our whole being is client centric.

We are looking for a dynamic, highly motivated and energetic Housekeeper to play an essential role in ensuring that our spaces look their best for our clients. The Housekeeper takes ownership of one of our buildings, is the go-to person for all cleaning issues and always keeps our spaces clean, tidy and presentable.

**About the role**

You will be the go-to person for all cleaning issues, always keeping our spaces tidy. You will work closely with the other Housekeepers, take direction from the Centre Manager, and report into the Facilities Manager.

Your main responsibilities will be:

1. Creating an upholding high standards of service. This involves:

* Taking ownership of your building and keeping it looking its best for clients.
* Keeping an eye out for how to improve the building whilst keeping it on brand. I.e. suggesting new cushion covers.
* Washing, dusting, polishing, vacuuming & sweeping.
* Keen eye for detail.
* Laundry & a minimal amount of ironing.
* Looking after our flowers & plants.

1. Keeping the building stocked with toiletries.
   * Purchasing stock and liaising with suppliers.
   * Monitoring stock levels.
2. Communication with external providers

* Communicating with our cleaners & cleaning company.
* Liaising with stock suppliers to ensure we’re getting the best value.

**About you**

We’re looking for an individual who is creative but logical, meticulous and in addition displays the following qualities;

* Personable & presentable
* Positive: can-do & do-do attitude
* Friendly & approachable
* Ability & willingness to pitch in
* Common sense
* Ability to think on your feet to solve issues & improve how the spaces look
* Great eye for detail & very well organised
* Good standard of written & verbal English

We love people who never use the words ’it’s not my job’. If this is you, come and work for one of the leading brands in venues and conferencing.

**In addition to some great day to day benefits you will also receive:**

* £20K + discretionary bonus
* 28 days’ holiday (incl. bank holidays)
* Life assurance and pension scheme.
* Travel loans and cycle to work scheme.
* Lunch! Who said there’s no such thing as a free lunch? At wallacespace, our food is designed to keep our clients energised and feeling inspired all day, so of course we offer this benefit to our teams as well.

*We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.*