



GOODWOOD

The Role

Laundry/Domestic assistant will be part of private apartments and report to the Head Housekeeper.

About us

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

Our Values

The Real Thing

Always inspired by Goodwood's heritage

Derring-Do

Daring to surprise and delight

Obsession for Perfection

Striving to do things *even* better

Sheer Love of Life

Sharing our infectious enthusiasm

Purpose of the role

Responsible for ensuring the day to day laundry functions for the family are met to a high standard and to assist with housekeeping as required, maintaining the private quarters and all guest bedrooms. Working with a small dedicated team, this position provides an excellent opportunity to work in an established, friendly and active household.

Key responsibilities

- Responsible for ensuring all areas in the laundry are run efficiently and to a high standard and that the valeting standards and wardrobes are always tip-top.
- Ironing garments, particularly the principal's shirts, in a meticulous manner.
- Liaise with the butler regarding the garments which need to be dry cleaned
- Sort linen ready for cleaning or washing. Wash, dry and press all laundry and linens
- Organise Butler linen: tablecloths, napkins and tray mats
- Sort and pack bed linen for external laundry collections

- Ensure all laundry products are kept at correct levels for use throughout the year.
- Manage linen stock levels efficiently and accurately, communicating any issues in timely manner to the Head Housekeeper
- Assist with housekeeping when required, adhering to the checklists and cleaning schedules, especially during busy events
- Housekeeping assistants are responsible for maintaining the house, including: guest bedrooms, reception rooms to the highest possible standard of cleanliness, presentation and good order.
- During events or busier periods you will be required to be flexible and be able to work longer hours to ensure the house and bedrooms are prepared for house guests
- During quiet periods, when the family are away, staff are required to help with a deep clean
- Training will be provided

Qualities you will possess

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| <ul style="list-style-type: none"> • Passion for what you do • Positive and friendly with a “can do attitude” • Commitment to get the job done well, with high attention to detail • Ability to prioritise and organise • Take responsibility for yourself • Be able to follow instructions and procedures carefully • Work quickly without compromising quality | <ul style="list-style-type: none"> • Physically fit for lifting and packing • Ability to work with little supervision and maintain a high level of performance • Be able to use initiative and be confident in making decisions • The ability to work collaboratively and harmoniously as part of a team • Always be one step ahead, pre-empting the family’s requirements |
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What do you need to be successful?

- Candidates must be flexible with working hours, be agreeable to work weekends and Bank Holidays when required and adaptable to change
- Have good level of English and longevity in previous roles, this is a long-term position
- Previous experience of working in a large housekeeping department would be an advantage
- Own or reliable transport is essential due to the rural location of Goodwood
- A passion for maintaining high standard of cleanliness and presentation is an essential requirement

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	2
Taking Personal Responsibility	1
Communication and Trust	1
Encouraging Excellence & Commercial Success	1
Working Together	1