



## House Assistant Role Description

The House Assistant Role is a vital part of Embercombe's operations - helping to prepare the sleep and programme spaces to ensure the comfort of participants during their stay. Part of the role also includes support for the kitchen (not cooking or food handling) during programme delivery.

### Responsibilities:

- Perform a variety of cleaning activities such as sweeping, mopping, dusting, and polishing.
- Ensure all rooms are cared for and prepared according to standards.
- Test important health and safety equipment and ensure there are no inadequacies; notifying the House or Site lead of any damage, deficits and disturbances.
- Support to check stock levels of all consumables and report when replacements are needed.
- Make up beds and change linens as required
- Sort, wash, load and unload laundry; fold and organise linen for future ease of use.
- Inspect and turn mattresses and mattress-toppers regularly.
- Support the kitchen as a Kitchen Porter (KP) to support programme delivery.

### What you will get from us:

- The chance to contribute in a meaningful way to an organisation on the cutting edge of nature connection, change leadership and rewilding work in the UK.
- A full induction and support to carry out your role.
- Simple but comfortable accommodation on our beautiful 50 acre land.
- Food from our kitchen when there are programmes on; £320 a month stipend to support the days that they are not
- Check-ins before some shifts; a friendly and supportive working environment
- Appropriate training opportunities as required (e.g. First Aid)
- The chance to participate in one of our programmes for free or a discounted price. Open access to our online talks.
- The experience of living and working in a community of like-minded and like-hearted people.

## What we need from you:

- A commitment to a 28 hour week
- Availability to work varied days and times. Examples of shift times for House and KP (Kitchen Porter) are 7.15am to 3pm, 5.45pm to 9pm and 9am to 5pm.
- Excellent time management and punctuality - the house team works on a tight schedule.
- The ability to work with little supervision and maintain a high level of performance.
- Willingness to work outdoors, whatever the weather, in an active role.
- A customer-focussed approach and an eye for detail; working quickly without compromising quality.
- Adherence to policies and procedures - especially in relation to Health and Safety.
- A certain degree of adaptability and flexibility:
  - The role requires evening and weekend work and does not follow a regular, weekly schedule.
  - There are some times during the year when it is necessary to restrict access to community spaces for the needs of sensitive programmes and other, unpredictable circumstances.
  - This is a rural area; connectivity is not as reliable as in towns and cities.
- Contribution to community-living; we have a community meeting 7pm - 9pm on Tuesdays.
- Resilience and resiliency. Living and working so close to nature is beautiful *and* can be challenging at times.