



Job Title: Head Housekeeper

Reporting to: Front of House Manager

Location: The Athenaeum Club, 107 Pall Mall, London. SW1Y 5ER

Closing Date: 29th August 2025

About the Role

The Athenaeum Club is seeking an experienced and motivated **Head Housekeeper** (or experienced Assistant Head Housekeeper) to lead our Housekeeping Department. You will oversee all aspects of housekeeping operations, ensuring exceptional cleanliness and hygiene standards across the Club, which is housed in a historic 200-year-old property.

What We're Looking For

- A proactive, hands-on leader with significant housekeeping experience in a luxury environment.
 - Proven ability to lead, train, and develop a small, high-performing team.
- Strong knowledge of cleaning and preserving older furnishings and historic interiors.
 - Excellent IT, communication, and budget management skills.
 - High standards of both spoken and written English.

Key Responsibilities

- Lead and manage a small housekeeping team covering a 7-day operation.
- Ensure all areas of the Club, including rooms and public spaces, are maintained to the highest standard.
 - Manage departmental rotas and staffing levels in line with business needs.
- Control departmental budgets, including supply ordering, stocktaking, and cost control.
- Develop and enforce Health & Safety, COSHH, Fire Safety, and Food Safety procedures; ensure all risk assessments are current and adhered to.
 - Maintain up-to-date training records; address training shortfalls promptly.
 - Enforce HR policies and procedures within the team.
- Liaise with other departments to ensure cleanliness standards are met across all areas of the Club.

Ideal Candidate Profile

- **Previous housekeeping leadership experience** in a 5-star hotel, private Members' Club, or similar luxury environment.
 - Strong leadership and team management skills.
 - Working knowledge of:
 - **COSHH, Fire Safety, Risk Assessments, and Health & Safety protocols**
 - **Microsoft Office (Outlook, Word, Excel)**
 - **Employment Hero (or similar HR platform)**
 - **Alert65 (or comparable food safety software)**
 - **iHasco (or similar training software)**
 - Sewing skills for in-house repairs.
 - Exceptional attention to detail and organisational skills.
 - Calm, professional demeanour under pressure.
- An empathetic, flexible and hands-on approach to leadership.

About The Athenaeum Club

Founded over 200 years ago, The Athenaeum Club is a private Members' Club steeped in history. It offers exceptional library facilities, fine dining, and distinctive meeting and event spaces. We are located on the prestigious Pall Mall in the heart of London's Club Land and the West End.

How to Apply

Please send your **CV** and a **covering letter** to justin@hellenist.org.uk, detailing:

- Systems and platforms you have worked with previously
- Why you believe you are the ideal candidate for this role

Important: In accordance with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK. Documented proof of eligibility will be required as part of the recruitment process.