

Housekeeper: Context and Person Specification

Job Title Housekeeper

Salary National Living Wage

Reports to Site Manager

Direct Reports None

Hours Casual

Base Theatre Royal Winchester

Job Context

Play to the Crowd is an arts and education charity that incorporates Theatre Royal Winchester - a mid-scale heritage theatre with a vibrant Cafe Bar; Hat Fair, an annual Outdoor Arts festival; and Playmakers, a year round programme of creative learning, participation, community projects and youth work including a weekly Youth Theatre.

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.

Job Purpose

To ensure the highest possible standards of cleanliness are applied to Theatre Royal Winchester at all times. In addition to early mornings, there may be afternoon and early evening cleaning opportunities.

Knowledge/Experience/Skills needed

Essential

- Able to work early mornings
- Reliable
- Must be physically fit
- Able to work at heights
- Clear and friendly manner
- Attention to detail
- Planning and organising
- Ability to work under pressure
- Team player
- Problem solving/Initiative
- Honesty and integrity

Desirable

- Understanding of Health and Safety
- Previous experience of a commercial cleaning environment

Personal qualities

- Confidence in working with a diverse range of people
- Willingness to learn

Housekeeper: Main Duties and Responsibilities

Usual Duties

- Receive and check deliveries of housekeeping consumables
- Carry out all regular cleaning tasks to the standards specified
- Undertake a periodical cleaning schedule
- Liaise with members of the team to ensure any issues are resolved as quickly as possible.
- Carry out regular stock checks
- Follow the safe systems of works set out by the department manager.
- To understand, and actively participate in the implementation of the theatre's emergency and Health and Safety procedures and policies

General

- Adhere to organisational policies and procedures and carry out all tasks to the highest standards in accordance with best practice.
- Actively support the organisation's action plans in respect of inclusion and equality.
- Comply with the company's Health and Safety policy at all times.
- Participate in training and other forms of staff and team development.
- Undertake such other tasks as are agreed with the Management of Play to the Crowd.

In addition to a commitment to the values, aims and objectives of Play to the Crowd, candidates should be able to show clear evidence of how their knowledge/skills/experiences match the Person Specification and support delivery of the Job Description in their application.