



## The Kings Theatre Trust Ltd

The Kings Theatre, Albert Road, Southsea, Hampshire, PO5 2QJ

Tel: 023 9282 8282

[management@kingsportsmouth.co.uk](mailto:management@kingsportsmouth.co.uk)

[www.kingsportsmouth.co.uk](http://www.kingsportsmouth.co.uk)

Dillie Keane · Lisa Riley · Hugh Dennis · Anita Harris  
The Right Worshipful the Lord Mayor of Portsmouth

### **Job Description: Housekeeper**

**Reports to: Head Housekeeper**

### **JOB OUTLINE**

#### **Purpose:**

To ensure that the highest standard of cleanliness and professionalism is maintained at all times.

#### **Role:**

1. To work as part of the cleaning department ensuring the theatre is clean and tidy prior to the theatre being used. This will involve cleaning by hand, using cleaning equipment, emptying bins, cleaning doors, windows, mirrors and surrounding external areas.
2. To observe the theatre's Health and Safety procedure particularly in the use of the cleaning materials and equipment provided by the theatre in accordance with the instructions given.
3. To adhere to all cleaning standards and working orders set by the Kings Theatre, at all times.
4. To work safely and report any incident, accidents, potential hazards, faults or problems to the Head Housekeeper or Assistant Technical Manager.
5. To wear provided name badge and polo shirt at all times, and provided protective clothing when required.
6. To report and submit all items of lost property found to the Box Office to enable it to be returned to its owner.
7. To provide a cleaning 'pick up' service with strict time deadlines, between performances during busy periods such as pantomime, which may require split shifts.
8. Attend training sessions both 'in house' and external as required.

### **RESPONSIBILITIES AND AUTHORITY**

#### **Staff**

N/A

#### **Financial**

N/A

#### **Professional**

N/A

[Type here]

## RELATIONSHIPS

### Accountable to:

Head Housekeeper, Assistant Technical Manager and other members of the senior management team and trustees.

### Contacts with other people:

Internals – Theatre staff and trustees

External – Theatre hirers and customers

## PHYSICAL CONDITIONS

### Location:

Main location of work will be the Kings Theatre. The post holder may also be required to provide cover at other locations on occasions as a result of staff shortages, events, functions etc.

### Exertion:

Normal exertion associated with cleaning tasks. Some manual handling may be necessary.

### Accident/Health risk:

Normal risks associated with cleaning tasks and the use of the standard cleaning chemicals in accordance with COSHH regulations

## ECONOMIC

### Salary/Wage:

As stated within contract

### Hours:

As stated within contract

### Overtime:

N/A

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"><li>• Previous cleaning experience</li></ul>
	Desirable	<ul style="list-style-type: none"><li>• Previous experience in a customer service focused environment</li></ul>
Special Aptitudes/Knowledge	Essential	<ul style="list-style-type: none"><li>• Good communication skills</li></ul>
	Desirable	<ul style="list-style-type: none"><li>• Knowledge of Health &amp; Safety legislation relating to cleaning e.g. COSHH, accident reporting etc.</li></ul>
Interests	Desirable	<ul style="list-style-type: none"><li>• Theatre</li></ul>
Disposition	Essential	<ul style="list-style-type: none"><li>• Enthusiastic, friendly personality</li><li>• Ability to work with minimal supervision</li><li>• Ability to work to tight deadlines</li><li>• Ability to work as part of a team</li><li>• Good timekeeping</li></ul>