

Job Description

Job Title: Housekeeper	Reporting to: Head Housekeeper
Name of Incumbent: XXXXXXXXX	Signed by Employee:
	Date signed:

Purpose:

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

Role:

- 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.
- 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.
- To adhere to all cleaning standards and working orders set by the Kings Theatre, at all times.
- Ensure the safe use of standard cleaning chemicals in accordance with COSHH regulations.
- To work safely and report any incident, accidents, potential hazards, faults or problems to the Head Housekeeper or Assistant Technical Manager.
- To wear provided name badge and polo shirt at all times, and provided protective clothing when required.
- To report and submit all items of lost property found to the Box Office to enable it to be returned to its owner.
- To provide a cleaning ‘pick up’ service with strict time deadlines, between performances during busy periods such as pantomime, which may require split shifts.
- Attend training sessions both ‘in house’ and external as required.
- May also be required to provide cover at other locations on occasions as a result of staff shortages, events, functions etc.

- Undertake any other reasonable activity or responsibility as directed by line management.

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