



## The Kings Theatre Trust Ltd

### Job Description

<b>Job Title: Head Housekeeper</b>	<b>Reporting to: Building Manager</b>
<b>Name of Incumbent:</b>	<b>Signed by Employee:</b>
	<b>Date signed:</b>

#### **Purpose**

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

#### **Main responsibilities;**

- Ensure an excellent standard of cleanliness and presentation is maintained at all times throughout the building and outside entrances.
- Motivate and manage the housekeeping team to provide the highest standards of cleanliness.
- Manage the staff rota and ensure adequate staff cover is provided at all times including a rota for the stage door.
- Ensure all housekeeping staff time-sheets and holiday request forms are completed and handed to the Assistant Technical Manager on a monthly basis.
- If required, supervise outside cleaning contractors.
- Keep Operations team up to date on issues and staff performance as they arise.
- Undertake cleaning duties, with particular responsibility for advising Operations team of special non-routine cleaning tasks and creating schedule for these to be completed.
- Devise cleaning schedules, and task lists for housekeeping staff and monitor their effectiveness.
- Be key-holder for the building, opening and closing the building as appropriate, and ensuring the housekeeping team follows the company's security protocols.
- Monitor the use of cleaning materials and expendables, and take responsibility for ordering stock within the allocated budget.
- Ensure cleaning cupboards are well-stocked, fully equipped and in good order.
- Oversee the effective use of recycling and waste disposal throughout the building.
- Report promptly any failure of equipment to the Building Manager/Assistant Building Manager and take remedial action as instructed.
- Regularly attend training sessions, including COSHH.
- Complete and maintain COSHH reports in line with Health and Safety guidelines.
- Attend operational meetings as required.
- To respect confidentiality for Kings Theatre's affairs at all times.

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

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

<b>PERSON SPECIFICATION</b>		
Attainments	Essential	<ul style="list-style-type: none"> <li>• Previous cleaning &amp; supervisory 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>