



The Kings Theatre Trust Ltd

Job Description

Job Title: Housekeeper	Reporting to: Housekeeping Supervisor
Name of Incumbent:	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 and back of house is clean and tidy. This will involve cleaning by hand, using cleaning equipment, emptying bins, cleaning doors, windows, mirrors and surrounding external areas. Etc.
- To observe the theatre's Health and Safety policy 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, wearing appropriate PPE.
- Ensure the safe use of 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 Building and Services Manager.
- 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.
- Undertake any other reasonable activity or responsibility as directed by line management, which may include proving cover at other locations.
- Available to work across a seven-day rota

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