

THE GUILDHALL TRUST

TITLE: Venue Overnight Porter/Cleaner

DEPARTMENT: Venue Services - Operations

RESPONSIBLE TO: Venue Services Manager

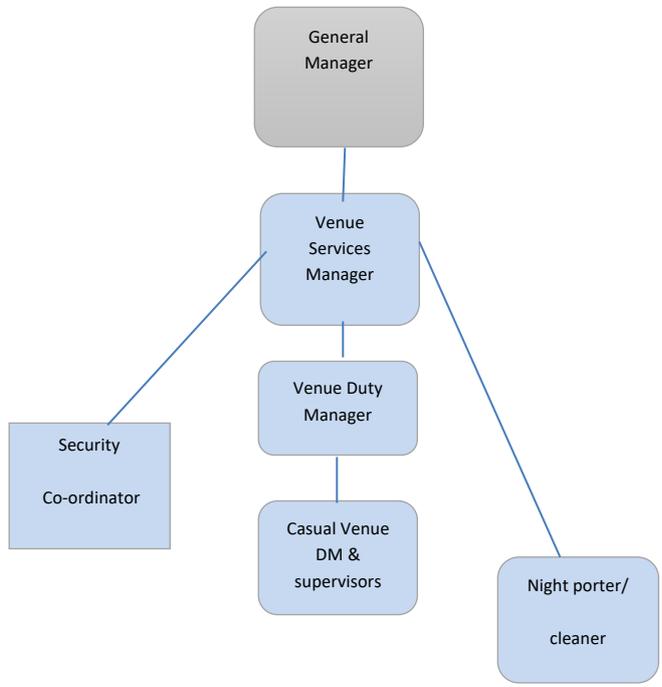
HOURS: 20hr per week (rota will change weekly in advance)

PAY: £10.00ph

Purpose of Job

Setting up the venue ready for the next day both with small meeting and conference rooms as well as the main auditorium between concerts with a team of casual porters, ensuring that the rooms are set up to the standard as set by the venue services manager. Carrying out front of house cleaning duties. You must be confident with lone working. This is a physical job.

Organisation Chart



Principal Responsibilities:

1a	Be responsible for the physical room set ups & cleanliness of the conference and meeting spaces to a specification requested by client.	70%
1b	Keyholder for the venue, ensuring the safe lockdown of the venue when leaving and setting alarm.	
1c	Responsible for setting up AV equipment as required by the client.	
1d	To work under the direction of the operational management team to oversee & do the correct set up of the main auditorium with the casual porter team, taking the lead in checking it has been done correctly.	
1e	Carry out cleaning tasks throughout the Portsmouth Guildhall, as set by the Head of facilities including front & back of house areas.	
1f	Support “disaster recovery” such as cleaning up after floods and/or any other emergency cleaning as required. Being prepared to deal with hazardous spillage, using appropriate equipment.	
1g	To be a Health & Safety ambassador for the venue	
2	To work flexibly across the Trust as and when required, to support operational efficiency and cost saving. To be available for training and development to meet the needs of the business.	Up to 30% across a year.

Dimensions

Other

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department and the wider business. This will include evenings and weekend & Bank holiday work overnight work.

Location

The post holder will be located at the Guildhall in Portsmouth. You may be required to work on external events should the need arise.

Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: without which the candidate would be rejected

Desirable: useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	Experience in a hotel or conference centre environment with room set ups. Use of cleaning equipment	Keyholder experience
Skill/ Abilities	High level of Cleaning standards Hands on, physical role Excellent practical skills	NVQ qualification in cleaning

Personal Attributes	<p>Willing to work as part of a team.</p> <p>Able to move equipment within health and safety guidelines.</p> <p>Be able to work to a deadline.</p> <p>Be able to manage own work effectively.</p> <p>Good timekeeping</p>	
Education & training	<p>Good Literacy and numeracy skills</p> <p>Good communication skills</p> <p>Awareness of health and safety legislation.</p>	<p>Customer service training</p> <p>First aid at work</p>