



TITLE: Housekeeping Team Member

RESPONSIBLE TO: Venue Manager

HOURS: Casual

PAY: NMW

Purpose of Job

To maintain the highest standard of cleanliness is achieved throughout the White Rock Theatre. The housekeepers work as a flexible team to help us ensure that the quality of visitor experience is first-class.

Principal Responsibilities

1.	General cleaning throughout White Rock Theatre to a high standard required by the Trust. This will include washing, sweeping, mopping, dusting, polishing, vacuuming, and clean at height (with training and correct equipment).
2.	Emptying litter and recycling bins and removing waste to designated area.
3.	Cleaning of toilets, washrooms, and shower areas to the required standard.
4.	Using powered equipment where necessary (for example, scrubbing machines, wet pick-up machines, vacuum cleaners, carpet cleaners, steam cleaner) as required. Full training will be provided.
6	Work to the Guildhall Trust Health and Safety procedures and adhere to all regulation particularly COSHH.
7	Report any defects to Building & Technical / Operations Manager to ensure Health & Safety procedures are followed and to enable repairs to be carried out.
8	Supporting 'disaster recovery' such as clearing up after flooding and/or any other emergency cleaning as required.
9	Being prepared to deal with hazardous spillages, such as vomit, using appropriate equipment.
10	Work with colleagues to ensure the smooth-running of the building.



Location - White Rock Theatre- Hastings

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	A flexible approach to working hours Pride in presenting a property to the highest possible standard Good knowledge of cleaning equipment	Experience of cleaning a public building COSHH awareness certification A BIC qualification in cleaning
Skill/ Abilities	Able to move around the building with cleaning equipment Able to lift and or move items weighing up to 25lbs	Ability to work additional hours to cover colleagues' holidays and leave
Other	Good at timekeeping, being punctual and reliable, have good oral communication skills	