



Housekeeper

Job title: Housekeeper

Salary: £8.75 per hour

Contract: 16 hours per week, plus overtime by mutual agreement
Fixed term currently to 31 March 2021

Location: Dumfries

Reporting to: Business Administrator

The housekeeper will carry out cleaning and housekeeping duties, as allocated by the Business Administrator to a high standard in a safe and efficient manner.

Housekeeping is broken down into two main categories: operational housekeeping and performance housekeeping. Operational housekeeping applies to the day-to-day running of the theatre including provision for regular building users and hire groups. Performance housekeeping applies to performances in the main auditorium or studio and are on a month by month schedule.

KEY RESPONSIBILITIES:

- Hoovering and mopping throughout the building including all performance spaces when applicable
- Cleaning of the small kitchen area
- Toilet and sanitary appliance cleaning
- Dusting and wiping down throughout the building
- High level cleaning
- Internal glass cleaning
- Emptying of bins and ensuring bins are out for collection in a timely fashion
- Keyholder responsibilities where applicable – if cleaning is needed outside of business hours
- Ensuring Business Administrator is informed when cleaning materials need to be ordered
- Full compliance with Health and Safety regulations at all times including Control of Substances Hazardous to Health (COSHH), and all additional procedures instituted by the Board of Directors for additional temporary circumstances
- Ensuring equipment is maintained correctly and if faulty reported to the Theatre Director

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

Essential skills and experience:

- Flexible availability as housekeeping is required around performance and user schedule.
- A team-player who is personable, diplomatic and can communicate effectively with people at all levels both internally and externally.
- Committed, self-motivated with good team skills.

General information

As a term of your employment you will be asked to:

- work flexible hours to suit the operation of the organisation
- manage your own performance in compliance with all regulations and procedures including Code of Conduct and Theatre Royal Dumfries' Health and Safety Policy
- manage risk, promote risk awareness and prioritise work in light of risk analysis
- actively commit to Theatre Royal Dumfries' equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users
- participate in all training and development initiatives as required

Your normal place of work will be at the Theatre Royal Dumfries

Subject to provision of appropriate training and PPE, you may be required to operate disinfectant spray machines ('fogging')

Hours: 16 hours per week guaranteed, plus overtime by mutual agreement.

Whenever there is a hire, performance or event at the theatre requiring cleaning, unless agreed otherwise

Must be willing to work weekends and bank holidays (excluding Christmas Day)

Some functions may require an earlier start or later finish. Flexible contract with extra hours to fit programme.

Formal contract will be provided.

For an application pack email admin@theatreroyaldumfries.co.uk

Closing date: Saturday 28th November 2020 at 5pm

Interviews to be held w/c Monday 30th November 2020