

JOB DESCRIPTION

Job Title **Cleaner (Housekeeping)**

Reporting to Head of Customer Services and Facilities

Responsible for n/a

Salary £14.80/hour

Hours Shifts are Wednesday and Thursday, 6:30 am – 10:30 am, plus additional shifts to cover leave (annual leave and sick leave) as required

Notice period Two weeks

Primary Objective

To maintain the highest standards of cleanliness, hygiene, and presentation throughout all areas of the building, ensuring a safe, welcoming, and professional environment for staff, visitors, and customers.

Main Duties

- Carry out all cleaning duties as directed by the Head of Customer Services & Facilities.
- Maintain the highest standards of cleanliness and hygiene across all areas of the theatre, including public, office, and backstage spaces.
- When backstage areas are not fully accessible, undertake cleaning duties within public-facing areas or other designated locations as required.
- Be responsible for the safe use, care, and condition of the theatre's cleaning equipment, reporting any faults, damage, or servicing requirements immediately to the Head of Customer Services & Facilities.
- Regularly inspect carpets, upholstery, flooring, fixtures, and other surfaces throughout the building, paying particular attention to health and safety. Report any damage, excessive wear and tear, or maintenance issues promptly to the Head of Customer Services & Facilities.
- Ensure cleaning materials and chemicals are stored and used safely in accordance with Health and Safety regulations and COSHH guidelines.
- Replenish consumable items such as soap, paper towels, and toilet tissue where required.
- Follow all health and safety procedures, including safe manual handling and the correct use of personal protective equipment (PPE).
- Assist with additional cleaning requirements before, during, or after performances, events, and other activities as required.
- Support the overall presentation of the theatre by ensuring all areas remain clean, tidy, and free from hazards.

General Responsibilities

- Undertake all mandatory and role-specific training as required.
- Be aware of, adhere to, and actively support the Theatre's Equality, Diversity and Inclusion policies.
- Comply with all Theatre policies and procedures, including Health & Safety, Safeguarding, and Security requirements.
- Work collaboratively with colleagues across all departments to support the effective operation of the Theatre.
- Undertake any other duties that are reasonably commensurate with the role, as requested by the Head of Customer Services & Facilities.