

CHELTENHAM PLAYHOUSE

Role: Cleaner

Reporting to: Deputy General Manager

Job Category: Support Staff

Contract Type: Part-time 12.5 hours, permanent (Role subject to successful completion of three month probationary period).

Department: FOH

Supervisor: FOH Lead

Line Manager: Deputy General Manager

Supervising: N/A

Working Arrangements: 0.33 FTE (averaged over one month) on a semi-flexible basis to meet theatre requirements. Typically 5 shifts of 2.5 hours per week.

Basic annual leave entitlement: FTE 25 days basic leave, 8 bank holidays and 3 efficiency days (for Christmas closure). Holiday entitlement rises by 1 day each year for the first 5 years of continuous service.

Notice period: One months

Spine Points: Support scale 1-3: FTE £23,571.89 - £24,286.19, (£7,858.50 - £8,092.50 Pro-Rata)

Key purposes of this role:

- To maintain the cleanliness of all areas of the Playhouse Theatre
- Keep cleaning cupboard and supplies stocked and tidy
- Work effectively as part of the Cheltenham Playhouse team

Your line manager will be the Deputy General Manager.

This role may require flexible working on early mornings, evenings and weekends. Overtime must be authorised in advance by your line manager.

All staff are expected to work within Cheltenham Playhouse policies and procedures, with particular regard for Health & Safety and safeguarding.

To maintain the cleanliness of all areas of the Playhouse Theatre	Vacuuming of all Playhouse areas with particular attention to FOH and performance spaces.
	Mopping all hard floors throughout the building.
	Cleaning tables and bar areas including the kitchen in the Lounge bar.
	Cleaning and disinfecting high-traffic areas including bathrooms.
	Supporting in cleaning backstage areas where needed.
	Emptying bins throughout the Playhouse and recycling.

	Dusting areas in the Playhouse.
	Keeping rehearsal rooms clean.
	Undertake deep cleaning tasks, such as cleaning windows and carpet cleaning.
	Complete any other cleaning where required.
Keep cleaning cupboard and supplies stocked and tidy	Refilling cleaning supplies.
	Restocking cleaning supplies and cupboard.
	Keep the cleaning supply cupboard tidy and organised.
	Replenishing toiletries (hand wash, toilet paper, paper towels).
Work effectively as part of The Cheltenham Playhouse team	To work effectively with all Playhouse staff and volunteers
	Report maintenance issues
	Report when stock and resources need ordering
	To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked.
	Attendance at Staff and Team meetings where needed

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

Qualifications	Clean DBS check if required
	First Aid at Work qualification or willing to gain it
Experience	Experience in a cleaning role previously
	Understanding of health and safety regulations, and using cleaning chemicals safely.
Skills/personal Qualities	A good self-starter with the ability to work independently on own initiative with minimal supervision
	Reputational awareness
	Able to work effectively as part of a team
	To have an understanding of H&S regulations

Key performance indicators:

- Feedback from customers and other departments
- Theatre profile both within College and our wider community
- Compliance with Playhouse processes
- Feedback from Line Manager and Supervisor

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.