**Vacancy at watford Palace theatre**

Thank you for your interest in a vacancy at Watford Palace Theatre.

The specific details of the Vacancy you are applying for are:

**Job Title:**  General Weekend Cleaner (Saturday and Sunday 8am – 11am)

**Application Deadline:** Monday, 26th September 2016 at noon

**Interview Date:** Friday, 30th September 2016

**Recruiting Manager:** Dan Baxter Communications Director

In this pack you will find:

* The job description
* A background sheet to Watford Palace Theatre
* A copy of our staff structure
* An application form

If after reading through the pack you would like any more information, please contact the Theatre Administrator on 01923 235455 or email admin@watfordpalacetheatre.co.uk

You can download a copy of our application form from www.watfordpalacetheatre.co.uk or can request a copy by telephoning the Theatre Administrator.

Details of how to submit your application are shown on the application form.



**JOB DESCRIPTION**

# Post: General Cleaner (Weekend)

**Team:** Communications

**Reporting to:** General Cleaner (Working Supervisor)

#### Main Purposes of the Job

Our team of General Cleaners work together to ensure the highest standard of cleanliness is achieved across our main Theatre Building in Clarendon Road and our Workshop in Watford Fields Road.

The cleaners work as a flexible team to help us ensure that the quality of Visitor Experience is first-class. We have exacting standards and expect all of our cleaning staff to want to help maintain Watford’s Edwardian Theatre building to the highest standard.

The cleaning team is led by a working supervisor.

**Principal duties and responsibilities**

The post holder will carry out the following duties and others that may be reasonably required:

**1. General Cleaning**

1.1 Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.

1.2 Emptying litter and recycling bins and removing waste to designated areas.

1.3 Cleaning of toilets, washrooms and shower areas to the required standard.

1.4 Spray cleaning and scrubbing floors and re-sealing with polish.

1.5 Using powered equipment where necessary (for example; scrubbing machines, wet pick-up machines, vacuum cleaners, carpet cleaners) as required. Full training will be provided.

1.6 Cleaning of working surfaces and other furniture as directed.

1.7 Internal and external cleaning of windows.

1.7 Supporting ‘disaster recovery’ such as clearing up after flooding and/or any other emergency cleaning as required.

1.8 Being prepared to deal with hazardous spillages, such as vomit, using appropriate equipment.

**2. Portering**

* 1. Ensure all furniture is set to an agreed standard in the Cafe, Foyer, Green Room Bar and Hospitality room.
  2. As required, support the setting up of furniture and equipment.
  3. As required, support the movement of deliveries received to appropriate departments within the Theatre.

**3. General**

3.1 If asked to do so, hold a key for the theatre, providing yourself with access to our buildings in accordance with instructions provided.

3.2 Communicate with Theatre Staff using a 2-way radio when required.

3.3 Work with colleagues to ensure the smooth-running of the building.

3.4 Ensure that all Palace policies are observed in every area of work.

3.5 Actively support and promote the Palace’s commitment to diversity and equal opportunities in every area of the Theatre’s work.

*This job description is subject to review*

##### PERSON SPECIFICATION

***Essential***

* a flexible approach to working hours
* pride in presenting a property to the highest possible standard
* good at timekeeping, being punctual and reliable
* have good aural communication skills
* ability to following directions from a supervisor
* ability to meet deadlines
* able to move around the building with cleaning equipment
* able to lift and or move items weighing up to 25lbs

### *Desirable*

* experience of cleaning a public building
* ability to work additional hours to cover colleagues holidays and leave

**TERMS OF EMPLOYMENT**

**Salary:** £2,247 per annum via payroll

**Period of contract:** Permanent

**Hours:** 6 hours per week, usually 8am to 11am, worked on Saturdays and Sundays**.**

**Holiday:** 21 days per annum pro rata, increasing to 25 days pro rata after 5 years of continual service (our holiday year runs from September 1st – August 31st)

**Notice Period:** 1 month

**Miscellaneous**

Tickets: Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details.