

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Housekeeper – Casual
<b>DIRECTORATE:</b>	Health & Well-Being
<b>SERVICE:</b>	Arts & Entertainment
<b>PLACE OF WORK:</b>	Octagon Theatre
<b>GRADE OR SPINE POINT:</b>	Casual
<b>HOURS OF WORK:</b>	Flexible working is essential to cover other activities as necessary with Weekends, Evenings and Bank Holidays as required.
<b>ALLOWANCES:</b>	None
<b>REPORTS TO:</b>	Front of House Manager
<b>HAS REPORTING TO HIM/HER:</b>	None
<b>FINANCIAL RESPONSIBILITIES:</b>	None
<b>SUPERVISORY RESPONSIBILITIES:</b>	None

### **Main Purpose of the Job**

To ensure that all areas of the Octagon Theatre and Westlands Complex are cleaned and maintained to a high standard, as a member of the housekeeping team.

### **Summary of Responsibilities and Duties of the Job**

1. To deliver a high standard of cleaning in all areas of the building, and any other areas of the venue as requested by the Front of House Manager.
2. To report any maintenance problems to the Front of House Manager.
3. To ensure all areas of the washrooms are cleaned and restocked.
4. To report any cleaning equipment needed to the Front of House Manager.
5. To lock up and secure the building when you are the last person to leave. (This is not a frequent occurrence, but may arise).
6. To take in any deliveries as necessary.
7. To setup tables and chairs in spaces as required.

## **External and Internal Contacts**

Company representatives, Customers of the venues, staff, face to face, telephone, written and electronic communication.

## **Working Environment**

Octagon Theatre and Westlands Entertainment Venue.

## **Health and Safety at Work**

South Somerset District Council's Policy, Organisational and Arrangement Document, together with this Department's Policy Statement and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

## **Data Protection and Freedom of Information Acts 1984/1998/2000**

All employees who are involved in the processing or handling of data have an obligation to comply with the terms of the Data Protection Acts 1984 and 1998 and the Council's Data Protection Policy and Freedom of Information Act 2000.

## **Equal Opportunities**

South Somerset District Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

## **Recruitment of Ex- Offenders**

Having a criminal record will not necessarily bar you from working at SSDC. A copy of our Policy Statement on the recruitment of Ex-Offenders and our DBS policy is available on request from Human Resources.

Date: July 2016

## CANDIDATE SPECIFICATION Housekeeper

JOB REQUIREMENTS	ESSENTIAL/ DESIRABLE	EVIDENCE
<b>Knowledge</b>		<b>Knowledge</b>
1. Knowledge of COSH and working with cleaning chemicals	Essential	Application form & Interview
<b>Skills and Abilities</b>		<b>Skills and Abilities</b>
2. Minimum of 2 years in a housekeeping role	Essential	Application form & Interview
3. At least 1 year supervising a small team	Essential	Application form & Interview
4. Ability to work on own initiative	Essential	Application form & Interview
<b>Experience</b>		<b>Experience</b>
5. Cleaning or Housekeeping – Commercial Standard	Desirable	Application form
<b>Educational</b>		<b>Educational</b>
6. First Aid	Desirable	Application form
7. Health and safety	Desirable	Application form
8. Manual handling certificates	Desirable	Application form
<b>Work-related Personal Qualities</b>		<b>Work-related Personal Qualities</b>
9. Enthusiastic approach to work	Essential	Interview
10. Smart Appearance	Essential	Interview
11. Good team worker	Essential	Interview