

JOB DESCRIPTION

JOB TITLE:	Housekeeper
DIRECTORATE:	Health & Well-Being
SERVICE:	Arts & Entertainment
PLACE OF WORK:	The Octagon Theatre & Assist at Westlands Entertainment Venue
GRADE OR SPINE POINT:	Grade 1
HOURS OF WORK:	85 hours per month Flexible working is essential to cover other activities as necessary with Weekends, Evenings and Bank Holidays as required.
ALLOWANCES:	5% Unsocial Hours
REPORTS TO:	Front of House Manager
HAS REPORTING TO HIM/HER:	None
FINANCIAL RESPONSIBILITIES:	None
SUPERVISORY RESPONSIBILITIES:	Casual Housekeeping Staff

Main Purpose of the Job

1. To ensure that all areas of The Octagon Theatre are cleaned and maintained to a high standard supervising the housekeeping team to achieve this.

Summary of Responsibilities and Duties of the Job

1. To supervise the housekeeping team, ensuring work is carried out safely and efficiently, delegating and managing tasks in order to meet the requirements of the day and to fulfil the cyclical deeper clean requirements.
2. 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.
3. To report any maintenance problems to the Front of House Manager.
4. To ensure all areas of the washrooms are cleaned and restocked.
5. To report any cleaning equipment needed to the Front of House Manager.
6. To lock up and secure the building when you are the last person to leave. (This is not a frequent occurrence, but may arise)

7. To take in any deliveries as necessary.
8. To setup tables and chairs in spaces as required.

External and Internal Contacts

The role will involve interacting with Company representatives, Customers of the venues and staff face to face, by telephone, written and electronic communication.

Working Environment

Octagon Theatre & 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 SSSDC. A copy of our Policy Statement on the recruitment of Ex-Offenders and our DBS policy, is available on request from Human Resources.

Date: November 2018

CANDIDATE SPECIFICATION

Housekeeper

JOB REQUIREMENTS	ESSENTIAL/ DESIRABLE	EVIDENCE
Knowledge		
1. Knowledge of COSH and working with cleaning chemicals	Essential	Application form & Interview
2. Knowledge of requirements for cleaning public or commercial premises	Essential	Application form & interview
Skills and Abilities		
3. Ability to work on own initiative	Essential	Application form & Interview
4. Ability to work efficiently and to a consistently high standard	Essential	Application form & Interview
5. Ability to lead and inspire a team	Desirable	Application form & Interview
Experience		
6. At least 1 year in a housekeeping role	Essential	Application form
7. Cleaning or Housekeeping – Commercial Standard	Desirable	Application form & Interview
8. At least 1 year supervising a small team	Desirable	Application form & Interview
Educational		
9. First Aid qualification	Desirable	Application form
10. Health and safety training	Desirable	Application form
11. Manual handling training	Desirable	Application form
Work-related Personal Qualities		
12. Enthusiastic approach to work	Essential	Interview
13. Smart Appearance	Essential	Interview
14. Good team worker	Essential	Interview