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**HOUSEKEEPING ASSISTANT (SEASONAL)**

**THE AGREEMENT**

It is agreed you will work as House Keeper as required by the House Manager.

LINE MANAGER

House Manager – Heather Shaw

**RESPONSIBILITIES**

It is agreed that you will carry out duties as set out in the attached job description for House Keeper and as requested by the House Manager. You are required to adhere to all theatre policies and procedures including, but not limited to Health & Safety, Equal Opportunities and Safeguarding.

**HOURS OF WORK**

You will be required to attend mandatory training on the November.

You will be required to work from Monday 11th November 2019 to Saturday 11th January 2020 inclusive. The hours will include evenings and weekends. Job share applications will be considered.

**FINANCIAL AGREEMENT**

You will be paid £8.21 per hour plus 68p holiday pay. Double time will be paid for bank holidays.

**PAYMENT**

Payment will be made on the Thursday following the weeks work on receipt of timesheets signed by the House Manager. Payment will be made via BACS into your bank account.

**PROBATIONARY/NOTICE PERIOD**

There is a notice period of two weeks or 10 hours whichever is greater if you decide to leave before the end of your contact.

**OLDHAM COLISEUM THEATRE**

**Housekeeper**

**Job Description**

## Core purpose

To work as a member of the Housekeeping team in providing and maintaining a high standard of cleaning throughout the theatre and adjoining offices. Working during theatre opening hours you are required to have good customer service skills.

## Duties

**HOUSEKEEPING**

* To clean designated areas to a high standard;
* To contribute to the upkeep of the building;
* To act as a key holder for opening up the building;
* To assist the Cleaning Manager in his/her tasks;
* To assist in the maintaining of the cleaner’s stores;
* To assist in any other housekeeping tasks as required;
* To maintain safe working practices in line with the theatre's Health & Safety Policy;
* To adhere to the theatre's Equal Opportunity and other policies;

**GENERAL**

* To become and remain fully conversant with the theatre’s emergency and evacuation procedures;
* To work with the Cleaning Manager to facilitate on-going development within the Department;
* To maintain a good working knowledge of all relevant Health & Safety legislation and good practice in relation to, but not restricted to, the following areas:
  + Risk Assessment
  + Manual Handling
  + Care of Substances Hazardous to Health (COSHH)
  + Provision and Use of Work Equipment (PUWER)
* To supervise the work of casual staff, and trainees in the department if required;
* To attend any necessary meetings as required;
* To promote and maintain safe working practices and to adhere to the Theatre’s Health & Safety and other policies;
* To liaise with Cleaning Manager to ensure relevant stocks are maintained within agreed budgets;
* To advise and assist in any equipment purchases as requested;
* To ensure good housekeeping in all areas of work, including the department’s storage areas;
* To follow procedures which ensure the security of the Department’s equipment;
* To work in a spirit of co-operation with other Coliseum departments;
* To advise the Cleaning Manager, at the earliest opportunity, of any difficulty in carrying out expected duties;
* To undertake any other duties as are reasonably requested by the theatre management;
* It will be necessary to work unsociable hours, Bank Holidays and weekends;
* It is expected that all members of the Department will play their part in developing the theatre as a resource for its communities and expects that all staff will assist in delivering aspects of the Learning and Engagement Department programme.

##### PERSON SPECIFICATION

* General housekeeping skills;
* Excellent customer service skills, with the ability to work pro-actively in a warm, friendly and enthusiastic manner with a wide range of people;
* The ability to communicate effectively and efficiently;
* Ability to prioritise tasks;
* Relevant training for this post;
* The ability and experience to work as part of a team;
* The ability to work alone;
* Ability and willingness to work unsociable hours, some weekends and Bank Holidays
* Ability and willingness to work under pressure and to deadlines;
* The ability to operate associated machinery;
* Proactive attitude to the company’s policies;
* A proactive attitude to training;
* An assertive and proactive attitude towards change.