



**HOUSEKEEPER**

**RECRUITMENT PACK**

Thank you for your interest in the post of **Housekeeper.**

In this pack you will find enclosed the following information:

* Details about Oldham Coliseum
* Job Description and Person Specification

Please send the completed application form by email to: recruitment@coliseum.org.uk

Or by post to: Recruitment

Oldham Coliseum Theatre

Fairbottom Street

Oldham, OL1 3SW

The closing date is: **10am, Monday 7 June 2021**

Interviews will be held: **w/c 14 June 2021**

**Please note: We don’t accept CVs. Only applications made on the Coliseum application form will be considered for this role.**

Oldham Coliseum Theatre is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We are Disability Confident Committed. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. All appointments will be made on merit.

If you would like to discuss any of this information, request a printed version, large print or dyslexia friendly application pack, please don’t hesitate to get in touch by emailing [recruitment@coliseum.org.uk](mailto:recruitment@coliseum.org.uk).

Best wishes

**Susan Wildman**

**Chief Executive**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes

to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

**Housekeeper**

**Reporting to:** Front of House Manager/Production Manager

**Place of work:** Oldham Coliseum Theatre and other venues as required

**Pension:** You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Finance Manager.

**Holidays:** 20 days (pro rata) per year rising to 22 (pro rata) after three years’ service and 25 (pro rata) after five years of service plus public holidays.

**Benefits:** Pension, discounted healthcare, travel loans, complimentary tickets, staff discounts and more.

**Salary:**  £15,501

**Hours of work:** There are no set regular hours for this post since the job is responsive to the workload of the theatre.

The contracted hours under the annualised hours system are based on a 33-hour week on six days between Monday and Saturday over a 52-week year.

The hours worked will increase during our busy panto season and there will be further additional hours to be worked to enable departmental holiday cover.

## Most of the housekeeping duties are carried out during the morning, but there are exceptions to this.

**Notice period:** The post will have a three-month probationary period. After the probationary period the post is subject to one month’s notice on either side.

**JOB DESCRIPTION: Housekeeper**

## 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 senior Housekeeper/Front of House Manager/Production 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 senior Housekeeper to facilitate ongoing 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 senior Housekeeper/Front of House Manager/Production 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 senior Housekeeper/Front of House Manager/Production 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.