



PERSON SPECIFICATION

JOB TITLE: Housekeeper

REPORTS TO: Housekeeping and Maintenance Supervisor

DIRECT REPORTS: None

Primary Venue: Theatre Royal Winchester

HOURS: Casual

JOB PURPOSE:

To ensure the highest possible standards of cleanliness are applied to Theatre Royal Winchester at all times.

KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:

Essential

- Must be physically fit
- Ability to work at heights
- Team player
- Ability to work under pressure
- Planning & Organising
- Attention to detail
- Communication/influencing
- Problem Solving/Initiative
- Adaptability & Flexibility
- Ability to work early mornings

Desirable

- Understanding of Health and Safety and COSHH
- Previous experience in a commercial cleaning environment



JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

- Receive and check deliveries of housekeeping consumables.
- Carry out all regular cleaning tasks to the standards specified
- Undertake a periodical cleaning schedule
- Complete any necessary training.
- Complete a maintenance log.
- Liaise with members of the TRW team to ensure any issues are resolved as quickly as possible.
- Carry out regular stock checks.
- To follow the instruction of all documentation applicable to your department (purchase orders, risk assessments)
- To comply with the company Health & Safety Policy, maintaining the safest possible environment for your colleagues, visiting companies and customers.
- To undertake any other duties as required by the Venue Management.