

**PART TIME  
POSITION**



**PERSON SPECIFICATION**

**JOB TITLE:** Housekeeping Supervisor

**REPORTS TO:** Theatre Site Manager

**DIRECT REPORTS:** Housekeepers

**PRIMARY VENUE:** Theatre Royal Winchester

**HOURS:** A minimum of 48 hours per month including weekends. Additional general cleaning hours will be possible/required in line with our programme.

**SALARY RANGE:** £8.21 to £8.71 per hour

**JOB CONTEXT:**

The Live Theatre Winchester Trust incorporates Theatre Royal Winchester and Hat Fair, the UK's longest continually running annual Outdoor Arts festival. Activity includes a diverse year round multi art form professional programme, a vibrant community performance programme, 'Young Theatre Royal' and community outreach projects. It also includes Hat Fair's summer festival, associated winter festival - Woolly Hat Fair, and year round engagement projects. The organisation is in an exciting time of development, including undergoing a re-branding process to create a clearer identity and voice to its audiences.

**JOB PURPOSE:**

Working closely with the Theatre Site Manager, the Housekeeping Supervisor will be responsible for supervising the day to day housekeeping team, general cleaning duties, and managing consumable supplies. The Housekeeping Supervisor will ensure that Theatre Royal Winchester is impeccable for the public, backstage and audience members.

**KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:**

**Essential**

- Knowledge of COSHH regulations
- General awareness of Health and Safety
- Early morning availability
- Able to work weekends
- Flexibility
- Experience in managing time effectively
- Problem Solving/Initiative
- Adaptability

**Desirable**

- Good communication skills
- Previous experience of managing staff
- Interest in theatre

**Personal qualities**

- Able to manage own time
- Able to work under own initiative
- Able to manage multiple priorities

**HOURS**

The successful applicant will be required to work on the following four-week rota:

**Week 1:**

Friday – 8 hours  
Saturday – 2 hours  
Sunday – Minimum 2 hours (only when the theatre is open)

**Week 2:**

Monday – 8 hours  
Saturday- 2 hours  
Sunday – Minimum 2 hours (only when the theatre is open)

Then rota will continue as established above.

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**JOB DESCRIPTION**

**PRINCIPAL RESPONSIBILITIES**

- Supporting the Theatre Site Manager
- Opening up the building
- Allocating work jobs for the day
- Cleaning duties alongside team
- Assisting in drafting rotas
- Dealing with Suppliers
- Managing consumables ensuring the site doesn't run out

**GENERAL**

- Follow the Health and Safety procedures as set out by the organisation
- Such other duties as the Theatre Site Manager may from time to time reasonably require

In addition to a commitment to the values, aims and objectives of the Live Theatre Winchester Trust, candidates should be able to show clear evidence of how their knowledge/skills/experiences match the Person Specification and support delivery of the Job Description in their application. Live Theatre Winchester Trust is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.