KEY INFORMATION

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| **Role Title** | Housekeeping Team Member |
| **Reports to** | Scot Bell |
| **Hours** | Zero |
| **Contract** | Casual |
| **Salary** | £12.48 p/h |
| **Annual Leave** | 5.6 weeks pro rata |
| **Location** | Pavilion Theatre Glasgow |

**ABOUT TRAFALGAR ENTERTAINMENT (TE)**

We’re a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a business focussed on bringing people together to share in the live experience, through Theatre Direct, Stagedoor App, Jonathan Church Theatre Productions and Chiswick Cinema.

**ABOUT TRAFALGAR THEATRES**

Trafalgar Theatres is the venue-operating division of TE. We currently operate 15 venues; including 12 in the UK regions; the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney. We’re growing fast, we’re confident in what we do, and we’re ambitious about the future. There’s never been a better time to get onboard.

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence and Respect.

**ABOUT THIS ROLE**

Our Cleaners are vital to the success of our business. The postholder plays a pivotal part in creating a warm and welcoming atmosphere to all our visitors by ensuring our venue is clean and tidy in all areas, which will help create a great customer experience.

As the post holder you will be responsible for: -

* The day-to-day programmes of cleaning work within the allocated cleaning zones of the Theatre to ensure that the facilities are maintained in a clean and hygienic condition.
* Cleaning of the seated areas in the auditorium, offices, stairwells, toilets, dressing rooms and foyers.
* To ensure all sanitary ware, fittings and wall tiles within the toilet areas are clean.
* To dust, mop, sweep, wet mop, vacuum, and polish floors, as appropriate to the type of surface within the theatre to ensure a safe and healthy environment.
* To empty waste bins and paper recycling containers and transfer to disposal point.
* To conform to the theatre’s recycling policies.
* To ensure all accessible surfaces including furniture, fixture and fittings are dusted, damp wiped or washed as appropriate and are maintained in a clean and hygienic condition.
* To report any faults or damage encountered with equipment, materials or within any of the theatre areas to Line Manager.
* To ensure individual personal safety and that of others by using hazard warning signs and personal protective equipment during all cleaning activities.
* To ensure all carpets, lino and floors are cleaned and maintained.
* To Uplift and return keys for buildings to gain access for cleaning purposes.

**ABOUT YOU**

* Ability to use equipment and materials required to perform basic duties.
* Experience of using equipment is advantageous but not essential as training is provided.
* A good understanding of COSHH regulations.
* Decision Making Ability to prioritise workload / duties as appropriate.
* Internal / External Relationships: To communicate frequently with cleaning supervisors to ensure good working relationships.
* Problem Solving: To respond to environmental factors as appropriate i.e. Spillages.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.