

TRAFALGAR THEATRES

KEY INFORMATION

Role Title	Housekeeper
Reports to	Customer Experience Manager
Hours	Annualised Contract - 1,248 Hours per annum
Contract	Part Time
Salary	£16,000.00
Annual Leave	25 days per annum exclusive of public bank holidays
Location	Pavilion Theatre Glasgow

ABOUT THIS ROLE

The Housekeeper is vital to the success of our business.

As the postholder is 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.

This list of duties is not exhaustive, you may be required to undertake alternative/additional duties which will utilise your skills, experience, and capabilities.

ABOUT YOU

You'll be a self-motivated, engaging, and dynamic.

You'll be resilient, able to communicate clearly and excellent at forming working relationships with others.

You'll have an ability to use equipment and materials required to perform basic duties and have a good understanding of COSHH regulations.

You'll be a keen problem solver and good decision maker, with the ability to prioritise workload/duties as appropriate.

Key attributes:

- Proven ability to work effectively without direct supervision.
- An honest and reliable individual.
- A team-player who is personable and can communicate effectively with people at all levels both internally and externally.
- Strong communication and listening skills when dealing with colleagues, members of the public, key stakeholders, and industry colleagues.
- Understanding of health and safety.

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- Able to sustain a proactive work ethic throughout long and late shifts.
- A polite manner, and a calm and professional attitude.
- Excellent verbal communication skills (including a good standard of spoken English).

ABOUT TRAFALGAR ENTERTAINMENT (TE)

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focused on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O'Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

Trafalgar Theatres is the venue-operating division of Trafalgar Entertainment (TE). We currently operate 21 venues; including 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.

For you

- ★ Discounted theatre tickets
- ★ Training and development plans
- ★ Hundreds of savings across retailers with TE&ME
- ★ Flexible hours
- ★ Access to mental health resources
- ★ And much more...

For more information about Trafalgar Entertainment and **The Pavilion Theatre** please go to <https://www.paviliontheatre.co.uk>