

**Job Description**

Post Title: Casual Housekeeper

Hours of Work: Casual hours per week to include evenings weekends and bank holidays.

Start time between the hours of 6am and 8am until as required

Reporting to: Facilities Supervisor

Salary: National Minimum Wage/National Living Wage dependent on age.

Background information

Lichfield Garrick is a producing house, a receiving house, a cultural hub at the heart of the city and district of Lichfield and has a thriving community and outreach programme. As a modern, purpose built theatre in Lichfield, the Garrick has an enviable programme of performances including drama, musicals, comedy, jazz, film and local theatre. This year we welcomed our first community musical, *The Hired Man*, and have an amazing production of *Sleeping Beauty* planned for pantomime this year, both directed by Tim Ford (Artistic Director).

Post Outline

To carry out general cleaning duties across the Lichfield Garrick site, in conjunction with other cleaning staff, in accordance with the instructions of the Facilities Supervisor.

Main Duties of the post.

* Sweeping and mopping floors
* Dusting and wiping/cleaning surfaces
* Use of vacuum cleaner and carpet cleaning equipment
* Emptying waste bins and recycle containers
* Polishing of windows and door furniture
* Cleaning of urinals, pedestal toilets and wash basins
* Notify the Facilities Supervisor of any cleaning equipment defects
* To maintain a high standard of personal efficiency and dress (uniform provided)
* To present a positive image by wearing staff uniform, ensure it is clean and in good condition paying attention to personal hygiene and appearance
* To report any building/equipment defects to the Facilities Supervisor
* To undertake other associated cleaning duties as may be determined from time to time, commensurate with the grade of post

Hours of work will be split Monday to Sunday as required and will occasionally be revised at short notice due to the nature of the working environment within the theatre.

Prospective candidates must be able to adapt to revised hours at short notice.

It is the responsibility of every member of staff to assist in presenting the Lichfield Garrick Theatre and Studio to the public as a positive, efficient and welcoming organisation.

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** | **Means of Selection** |
| Experience Previous Cleaning experience |  | Application Form / Interview |
| Qualifications / Training  **Knowledge** | Education to GCSE level or equivalent  Awareness of HASAW  COSHH  Risk Assessment  Manual Handling  Customer Care  Knowledge of cleaning materials  Able to work as part of a team as required | Application form / qualifications  Application form / qualifications |
| Special Attributes Prepared to wear staff uniform  Ability to carry vacuum cleaners and other cleaning equipment to different floors  Ability to climb 4 flights of stairs | Flexible approach to work | Interview |