

# BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

## JOB DESCRIPTION

### PERSON SPECIFICATION

Job Title:	Head Housekeeper
Department:	Operations
Reporting to:	Head of Operations House Manager

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### Position Summary

The Head Housekeeper will be responsible for the Housekeeping team and the cleaning of all backstage, staff and public areas within the Opera House, Pavilion Arts Centre and administration offices.

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### KEY ROLE RESPONSIBILITIES

- To coordinate and rota the relevant number of team members for the theatre, Pavilion Arts Centre and offices.
- To ensure that the auditorium is clean and ready to receive an audience before each performance.
- To maintain a high standard of cleanliness at all times in the dressing rooms.
- To ensure that all bars, stairways, toilets, foyer areas and the forecourt are clean and tidy and ready to receive the general public.
- To be flexible with hours and days of work, this will include weekends and daily pick-ups. Please note that hours can be unsociable.
- To be prepared to be a First Aider and to undertake relevant training.
- To assist with any additional COVID cleaning tasks, maintaining standards for touchpoints around the theatre, Arts Centre and offices.
- Responsible for training and induction of new starters and ensure that they are aware of all procedures and risk assessments.
- Ensure that all team have relevant communication regarding the latest events taking place, and to promote Company Values within the team
- Be responsible for ensuring the day-to-day maintenance of all equipment used and to be aware of the need to observe Health and Safety regulations and advise management of any irregularities.

- To assist with any stock deliveries and re-stocking the bars when needed.
- Take reasonable care of your own Health and Safety and that of others who may be affected by your actions.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work across all buildings including The Opera House, Pavilion Arts Centre and the Trust's offices at No5 The Square. It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

April 2021