

**JOB TITLE:** Cleaner & Stock Porter (25 Hours Per week).

**RESPONSIBLE TO:** Head Housekeeper / Head of Operations.

**JOB PURPOSE:** To take in deliveries and to clean, tidy and maintain the theatre bars. To assist cleaning all staff and public areas within the Opera House, Pavilion Arts Centre and offices.

**JOB ACTIVITIES:**

- To take in all deliveries for the bars and sales kiosks, to put away in storage and to stock all bars and sales kiosks.
- To liaise with the Head Housekeeper and Maintenance Manager to monitor stock levels.
- To ensure that the auditorium is clean and ready to receive an audience before each performance. You may be working on your own or as part of a team. Teamwork is imperative during the busy times. To maintain a high standard of cleanliness at all times in all dressing rooms and backstage areas.
- 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, Bank Holidays and over the Christmas period. The role will also require a daily pick-up for certain performances.** Please note that some hours can be unsociable.
- To be prepared to be a First Aider and to undertake relevant training.
- To assist with any additional cleaning tasks, maintaining standards for touchpoints around the theatre and offices.
- To clean the offices at No 5 and Pavilion Arts Centre.
- To ensure that you are compliant with all Health and Safety procedures.
- To undertake any other duties which may from time to time be specified by the Senior Housekeeper or Maintenance Manager. This is part of the operational needs of the venues when open.
- To follow all Company Values.

August 2024