

## **Housekeeper – Job Description**

Responsible to the Housekeeping Supervisor, the objective of the post is to maintain all areas of the theatre building, operated by both the Everyman Theatre and Everyman Catering Company, to a high standard of cleanliness and hygiene, creating a welcoming and pleasant environment. The principle responsibilities can be summarised as follows:

- To maintain the cleanliness of all areas of the Everyman Theatre to a high standard. This is to include cleaning all toilets front of house and back stage, vacuuming/cleaning carpets, cleaning the auditoria and dressing rooms, emptying bins, cleaning the Green Room (including kitchen area), polishing brass, cleaning glass and keeping the terrace and yard tidy and presentable.
- To work closely with the Housekeeping Supervisor to acquire an understanding of the cleaning needs of the building and all products and equipment used, in order to maintain the required standard, including compliance with relevant Health and Safety requirements.
- To report maintenance issues including broken light bulbs.
- To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Bank Holidays.
- Attendance at Staff and Team meetings.
- To comply with Health and Safety legislation and the Everyman's Health and Safety Policy in order to ensure a safe working environment.
- To undertake such other relevant duties as may be requested from time to time by the Housekeeping Supervisor.