



CITY VARIETIES
MUSIC HALL · LEEDS

The **GRAND**
Theatre & Opera House Leeds



Housekeeper (Cleaner) – Casual

Purpose of Job

The purpose of the role is to work within the Housekeeping Team to cover leave, sometimes at short notice, on a casual basis. This includes carrying out cleaning and tidying tasks, identifying any defects and following established procedures to report them.

Place of work

You may be asked to work at either of our city centre venues (Leeds Grand Theatre or City Varieties Music Hall). The work of the Housekeeping Team is vital in making sure that the thousands of visitors that pass through the venues have a wonderful experience.

Principal Accountabilities

This is not an exhaustive list of the responsibilities associated with the role, but it identifies key tasks that will shape the day-to-day execution of the position.

General cleaning of the building/premises to include:

- Vacuuming and cleaning of the floors, upholstery and walls within reach.
 - Shampooing of carpets.
 - Using a buffing machine.
 - Emptying of refuse containers and removing to disposal areas.
 - Cleaning of pipes, radiators, skirting ledges, cupboards, filing cabinets and telephones.
 - High dusting of walls, pipes and curtain rails.
 - Spot cleaning of floors, spillages, breakages etc.
 - Cleaning of internal and external steps, entrances, outside display signs, glass and brass works.
 - Cleaning of sanitary areas.
 - Lifting and manual handling.
 - To comply with the theatre's Health & Safety policies.
 - Other duties commensurate with the post which may be required from time to time to ensure the effective running of the theatre.
 - Pick-ups (between performances) when required – cleaning the public areas of the theatre between two shows.
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About You

The ideal candidate will take pride in cleaning to a high standard. They will be able to work on their own initiative but be a supportive team player with enthusiasm and commitment. Cheerfulness, a can-do attitude, and a willingness to learn are essential qualities for joining this team.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work requires the ability to lift/carry objects of weights between 15lbs and 50lbs on a regular basis. Mechanical lifting devices (carts, dollies, etc) or team lifts should be utilised when possible.

Work requires the ability to stoop, bend, reach and grab with arms and hands, manual dexterity and also the ability to stand for long periods of time.

Essential attributes

- Flexible, punctual and reliable
- Team player
- Willingness to work unsociable hours
- Able to work under your own initiative
- Able to work individually or as part of a team
- Basic numeracy and literacy skills
- Able to carry out physically demanding cleaning duties

Desirable attributes

- Previous commercial housekeeping experience
- Knowledge and experience of COSHH
- Knowledge and experience of manual handling

Details of employment

Contract type: Casual

Responsible to: Housekeeping Supervisor

Salary: £12.71 per hour, plus holiday pay for each hour worked

Holiday Entitlement: N/A

Benefits

- Regular staff offers and discounts for our own venues and local businesses.
- Free to use Employee Assistance Programme that supports your health and wellbeing.
- Personnel investment and training.

Probation Period: Ten shifts, or three months, whichever is reached sooner.

Hours: As you will be engaged on casual terms, there is no obligation for us to offer work, or for you to accept the work we offer. We will be most likely to offer work from 8am to 12pm Monday to Saturday.

There may be opportunities to work two-hour shifts between 4.30pm and 7pm (depending on the timing of shows), most likely on Wednesdays, Thursdays, and Saturdays. Work on these afternoon shifts is paid at 1.5x your normal rate.

There may be opportunities to work 8am to 12pm on Sundays. Work on Sundays is paid at twice (2x) your normal rate.