



**CITY VARIETIES**  
MUSIC HALL · LEEDS

*The*  
**GRAND**  
Theatre & Opera House Leeds



## Housekeeper (Cleaner) - Permanent, weekends

### Purpose of Job

The purpose of the role is to work within the Housekeeping Team on Saturdays and Sundays, to keep our venues clean, safe and welcoming. This includes carrying out cleaning and tidying tasks, identifying any defects and following established procedures to report them.

The successful applicant will be required to be available at the following times\*:

- Saturdays from 8am to 12pm (midday)
- Saturdays from 5pm to 7pm for 'pick-ups', where we clean the public areas of the theatre between two shows
- Sundays from 8am to 12pm

*\*Please see hours of work below for more information*

### 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.

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### 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 the ability to stand for long periods of time.

### **Essential attributes**

- Punctual and reliable
- Team player
- Willingness to work unsociable hours
- To be 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
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### **Details of employment**

**Contract type:** Permanent (annualised hours)

**Responsible to:** Housekeeping Supervisor

**Salary:** 12 hours pay per week, at £12.71 per hour, with occasional opportunities to work overtime on weekday afternoons.

**Holiday Entitlement:** 4 weeks plus bank holiday allowance, increasing after three years, and again after five years.

### **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:** Three months

**Notice Period:** One month

**Hours:** On average, you will perform work worth 12 hours of pay each week. Some weeks you might work a little more, some work a little less, but unless you explicitly do paid overtime, you'll receive a consistent monthly salary.

Although your actual hours may vary from week to week depending on shows, you need to be available (unless you have booked holiday) to work:

- Saturdays from 8am to 12pm (midday)
- Saturdays from 5pm to 7pm for 'pick-ups', cleaning the public areas of the theatre between two shows
- Sundays from 8am to 12pm (midday)

Each hour worked on a Sunday is at 'double time', i.e. worth twice your normal wage; each hour worked on a Sunday counts as 2 hours from your 'work worth 12 hours of pay each week'. For example, 4 hours worked on Saturday count as 4 hours, but 4 hours worked on Sunday count as double (i.e. 8 hours), which would fulfil your 12 hours for the week.

If we don't have a show on a Sunday and don't need you to work that week, you will do some pick-ups to make up the time.

Occasionally there will be opportunities to do pick-ups during the week, usually on Wednesdays and Thursdays, to make up your hours, or as overtime. If you work a weekday pick-up as overtime we'll pay you 'time-and-a-half' which is currently £12.71 x1.5, approx. £19.06 an hour. If you work it as part of your hours, each hour of weekday pick-ups counts as 90 minutes towards your work worth 12 hours pay each week.