



The Crescent Theatre | 20 Sheepcote Street | Brindleyplace | Birmingham | B16 8AE

T: 0121 643 5858

Person Specification and Job Description

Cleaner

The Crescent Theatre has a reputation for producing theatre of the highest standard. Every volunteer and paid member of staff at the Crescent plays an important part in maintaining a professional and welcoming atmosphere.

The Crescent Theatre was established in 1932 as a theatre company for members and is the largest amateur theatre company in the West Midlands. Our theatre comprises a studio (circa 100 seats) and a main stage (339 seats), technical workshop, rehearsal space, dressing rooms and areas dedicated to wardrobe and props. We also have a function room and licensed bar. With a thriving membership of over 250 members, the in-house Crescent Theatre Company produces between 15-20 productions in the main house & studio per year. Our thriving Hire operation provides performance and rehearsal space, meeting and conference space, as well as wardrobe, properties, and furniture hire, and contributes a large proportion of our total income.

Job Objectives:

The primary function of the Cleaner is to provide a professional, efficient and effective cleaning service that enhances the appearance of the facility and supports a healthy environment.

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

Key Working Relationships

- Theatre Manager
- Technical Manager
- FoH Supervisor
- Venue Technicians
- Duty Managers

Key Responsibilities

- Clean designated areas (litter picking, dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform cleaning activities according to the daily check sheet issued and sign off at the end of each shift to confirm works undertaken, providing details of any tasks not completed and the reasons for any omission.
- Carry out heavy cleaning tasks, deep cleaning activities and special projects as directed by the Theatre Manager
- Notify management of occurring deficiencies or needs for repairs immediately
- Notify management of cleaning stock levels/deficiencies and equipment condition
- Follow all health and safety regulations

Terms and Conditions

The basic working week will be 9 hours worked over Saturdays and Sundays. Additional hours on weekdays for Holiday cover as required. The Post holder will be expected to adopt a flexible approach to the requirements of the position, including honouring the theatre's commitments outside normal working hours and public holidays as and when necessary.

The probationary period will be Three months.

There is an annual leave entitlement of 12 days (4 working weeks) plus statutory holidays (pro rata). The Theatre Manager must approve all leave.

Person Specification

- Reliable and punctual with a high standard of personal presentation
- Experienced in a similar role/environment
- Motivated and hardworking.
- Works accurately with attention to detail in a diverse and changeable environment
- Works efficiently and effectively under pressure whilst maintaining a friendly and helpful manner.
- Proven ability to work as part of a team and independently utilising own initiative
- Able to determine the neatness and thoroughness of the work assigned
- Able to work under own initiative
- Willing to undergo all aspects of Health & Safety training in all areas
- Adaptable and flexible regarding working hours including weekends, bank holidays & holiday cover

REPORTS TO: **Theatre Manager**

HOURS: **Minimum 9 Hours Per Week to include weekends, bank holidays, and holiday cover**

RATE: **National Minimum Wage**