



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

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 comprises a studio (120 seats) and a main stage (340 seats), technical workshop, rehearsal space, dressing rooms, areas dedicated to wardrobe and props and a licensed bar. The Old Rep Theatre comprises a main stage (385 seats), rehearsal spaces, dressing rooms, and licensed bars. With a thriving membership of over 250 members, the in-house Crescent Theatre Company produces between 15–20 productions 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 facilities and supports a healthy environment.

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

Key Responsibilities

- Clean designated areas (litter picking, dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc) across both sites of The Crescent Theatre and The Old Rep Theatre
- Perform cleaning activities according to the daily check sheet issued by the Theatre Manager 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 cleansing 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
- Cooperate with all staff and members
- Follow all health and safety regulations

Terms and Conditions

The basic working week will be 16 hours worked over seven days excluding breaks, including Sunday to Saturday according to the organisation's needs. 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 six months.

There is an annual leave entitlement of 20 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 16 Hours Per Week to include weekends, bank holidays, and holiday cover**

RATE: **£11.44 per hour**