

# HOUSEKEEPING ASSISTANT

## Theatr Clwyd

### Job Description

Family: Experience

Responsible for: N/A

Reports to: Experience Manager (WAH)

Grade: OP1

#### **Job Purpose**

As a Housekeeping Assistant you will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Experience Manager.

#### **Key responsibilities**

- Emptying waste and recycling bins or similar receptacles, transporting waste material to designated collection points
- Sweeping floors with brushes or dust control mops
- Mopping floors with wet or damp mops
- Vacuuming and spot cleaning carpets and rugs
- Using electronically powered scrubbing / polishing / machines to scrub, polish, spray and clean floors
- Dusting, damp wiping, washing or polishing the furniture, ledges, windowsills and external surfaces of cupboards, radiators, shelves and fitments.
- Replenishing consumable items (soap, toilet rolls, paper towels) if required
- Cleaning toilets, urinals, hand basins and sinks
- Using chemical agents as required in the discharge of cleaning operation or maintenance procedures whilst following guidelines for use.

#### **Administration**

- Keep a check on cleaning stock levels and inform the Housekeeping Supervisor of low stock levels (e.g. cleaning products)
- Carry out routine administrative tasks required from e.g. checking off cleaning tasks on daily cleaning specification sheets.

#### **Other**

- To represent and positively promote the organisation at all levels.
- To undertake other duties as may be reasonably required by the Facilities Coordinator and Housekeeping Supervisor

## **Person Specification**

### **Essential**

- Knowledge of general housekeeping duties
- Ability to follow instructions and carry out delegated tasks accurately effectively and within given time frames.
- Willingness to work flexible hours, including evenings, weekends and holidays.
- Punctual and reliable
- Ability to work both alone and within a team to achieve specified standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.

### **Desirable**

- Ability to carry out general cleaning duties as detailed above.
- Understanding of COSHH regulations
- Experience of working in a theatre or leisure environment
- Previous experience working in a commercial cleaning environment.