



Job Description

## Housekeeping

### Purpose of Role

You will provide general and specific cleaning on a day-to-day basis in Horsecross Venues and events. You will play a vital role in the day-to-day operations of Horsecross operating as a member of a high-performance team.

### Organisational relationships

**Line Manager:** Venues Manager

### Location

You will be based at both Perth Concert Hall and Perth Theatre and will be required to work across both spaces.

### Duties and Responsibilities

- Clean areas as instructed by the Housekeeping Supervisor/ Venues Manager
- Clean all communal areas (backstage, dressing rooms, public spaces, catering areas, toilets and certain external spaces).
- Use equipment such as: vacuum cleaner, mop & bucket, duster and other like machinery as appropriate.
- Assist with the regular upkeep and maintenance of the buildings by reporting breakages and other damaged or otherwise not working items to the venues team.
- As a member of the Horsecross Operations Team, you will ensure compliance with all safety requirements.
- You will endeavour to present our venues at the highest standards possible.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

### Responsibilities of all staff

- To be aware of the work of other departments in the delivery of the company's charitable objectives.
- Take an active part in communicating and cooperating with the entire Horsecross team
- Follow all Horsecross guidelines, policies and procedures
- Work in accordance with the Equality & Diversity Policy of Horsecross
- Be aware of and comply with rules and legislation pertaining to Health and Safety at work
- Have a proactive approach in your day to day approach to your role and your team



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## Person Specification

We are looking for energetic individuals who can work well under pressure and within a fast-paced environment, with shifts available between 6am-midnight Mon-Sun.

## Desirable skills & experience

- Can work in a fast-paced environment
- Can work on own initiative
- Demonstrate attention to detail
- Experience of working as a cleaner
- Experience of cleaning large buildings
- Ability to lift heavy weights and undertake physical duties
- High degree of honesty
- Respect for confidentiality
- Able to understand and operate basic technical equipment
- Willing to develop new skills
- First aid training
- Trained to use cleaning equipment
- Trained to use electrical cleaning equipment

## Terms and Conditions

**Rate (Standard):** £9.60ph

Payments will be paid in monthly instalments. You will be paid monthly by bank credit transfer on the last working day of the month.

### Hours of Work:

Horsecross Arts is under no obligation of offer you any regular hours of work. This is a casual position designed for persons who wish to undertake occasional or ad hoc additional work to support us during our busier periods.

Shifts on offer are often at evenings and weekends

### Shift Offering

Shifts will be offered on an ad hoc basis and no guarantee of hours is made.

Horsecross will endeavour to offer shifts with as much notices as possible but the nature of the industry is such at shifts can be offered at late notice.

You are not obliged to accept any shift.

Horsecross Arts reserves the right to award shifts on a first come, first served basis and / or by giving preference to individuals who best suit the needs of the specific call being made.

### Holidays

Holiday pay will be added to your monthly pay.



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**Pension**

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

**Notice**

Horsecross Arts shall be required to give you 24hrs notice of any shift cancellation.  
Any person who does not make contact with Horsecross Arts for more than 3months may be removed from the casual list.