



Job Description

Job Title: Cleaner
Reports to: Theatre Manager
Line Manages: N/A

Job Purpose

The Cleaner is a key Front of House role and works collaboratively within a team to maintain a high standard of cleanliness throughout the theatre, ensuring the satisfaction of both customers and staff.

Key Responsibilities and Duties

- ☐ To carry out cleaning tasks in line with the cleaning schedule, covering both public and staff areas, to include:
 - Ensuring the toilets are clean, presentable and fully stocked;
 - Hoovering the bar and café areas;
 - Dusting and hoovering all offices on a weekly basis;
 - Mopping floors;
 - Any other general cleaning duties as may be required.
- ☐ To collect and dispose of rubbish into the appropriate bins and to ensure that waste is recycled where possible.
- ☐ To carry out periodic deep cleaning tasks as directed.
- ☐ To use cleaning supplies carefully to minimize wastage and to notify the Theatre Manager when any need replenishing.
- ☐ To work in line with relevant health and safety protocols, using all cleaning materials and chemicals in accordance with manufacturer guidelines.

- ☐ To act as a key holder to the theatre, unlocking the building each morning and assisting with access for any contractors.
- ☐ To report any identified building defects or maintenance issues promptly to the Theatre Manager.

Company Responsibilities

- ☐ To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- ☐ To attend organisational meetings/rehearsals, as required.
- ☐ To undertake other tasks and duties as may reasonably be requested.

PERSON SPECIFICATION

Essential

- ☐ Excellent attention to detail
- ☐ Highly reliable and trustworthy
- ☐ Comfortable working as part of a team and also solo

Desirable

- ☐ Previous experience of cleaning in a visitor attraction, hospitality or retail setting

TERMS AND CONDITIONS

Salary:	National Living Wage
Contract:	Two permanent contracts are being offered –12.5 hours per week over five days (2.5 hours per day) OR 5 hours per week over two days (2.5 hours per day)
Probationary period:	Three months
Hours:	0630 – 0900 although some flexibility is possible. Additional hours also available to cover holiday and sickness.
Pension:	The Company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum (exclusive of Public Holidays)
Place of work:	Stephen Joseph Theatre Scarborough

Any offer of employment will be subject to the receipt of:

- ☐ References that are satisfactory to the Stephen Joseph Theatre
- ☐ Evidence of the right to work in the UK as defined by the Home Office
- ☐ A valid DBS check

APPLICATION PROCESS

Thank you for your interest in the role of Cleaner here at SJT.

To apply, please send a copy of your up-to-date CV together with a short covering letter explaining what it is that makes you a great candidate for this job.

As part of your application, please also include the names and contact details of two referees. We won't ask anyone for a reference before interviews and then only after checking with you first that you are happy for us to speak to them.

If you have any access needs, we will work with you to make sure those are met during the recruitment process. Any access requirements you might have will not play any part in us deciding who to recruit.

It's not part of your application, but it would really help us to monitor our equal opportunities plan if you could complete an Equal Opportunities Form which can be found on the vacancies page of our website. This form will only be used for monitoring purposes; it will be removed when your application is received and kept separately so that it doesn't form any part of the shortlisting process.

Applications should be addressed to Paul Baines, Theatre Manager and sent via email to paul.baines@sjt.uk.com with "Cleaner job application" in the subject line by **midday on 8 April 2024**.

We'll hold interviews at SJT during the week beginning 15 April and we will reimburse your travel expenses. If you can't attend the interviews in person, we can offer you the option of a digital interview; however, we will need a candidate to visit the theatre before we make any job offer.

