



JOB DESCRIPTION

WEEKDAY MORNING CLEANER

Responsible to: Director of Operations / House Managers

Job purpose: To maintain a high standard of cleanliness and hygiene at South Hill Park as directed by the Duty House Manager and Director of Operations

SOUTH HILL PARK BERKSHIRE'S CENTRE FOR THE ARTS, BUSINESS AND COMMUNITY

Located in a beautiful eighteenth century Mansion house and grounds, South Hill Park is a unique and highly regarded arts centre and theatre, providing a rich mix of arts performances and activities. The venue is also the new official home for Bracknell Forest wedding ceremonies and offers a variety of opportunities for corporate or private events and hospitality such as wedding receptions, parties and conferencing. South Hill Park works in partnership with contract caterer Peas & Carrots Ltd to provide a quality in-house service. In 2019, the Mansion opened its newest function room, the Coach House a purpose built events space for all occasions.

A producing and presenting venue: music, theatre, comedy and dance, South Hill Park attracts leading professional producers, artists and local groups to form an annual performing arts programme augmented by our hugely popular in-house community productions. From life drawing classes to dance master classes, there is also an extensive range of workshops in almost everything artistic. The venue boasts two theatres, music and comedy cellar, recital room, craft workshops, three visual arts exhibition spaces and a cinema.

In the summer the grounds and buildings are taken over by a number of festivals and outdoor events – an opportunity to enjoy popular music, Shakespeare, and children's theatre in a beautifully restored, award-winning English garden. South Hill Park produces its own Christmas pantomime and large-scale in-house Easter, October and February productions.

South Hill Park is run by an independent trust registered as a charity and is part-funded by Bracknell Forest Borough Council and Bracknell Town Council, with project support from Arts Council England and a number of trusts and foundations.

South Hill Park is a creative and vibrant place to visit and work. The staff, Board of Trustees and visitors are fiercely proud of the work and activity that takes place in the Arts Centre and passionate about the role it plays within our community – **together we inspire and enrich lives.**

JOB DESCRIPTION – GENERAL

The team consists of: Director of Operations; Operations Manager; Maintenance Co-ordinator; Cleaners and the Front of House Volunteers. The operations team is responsible for the day to day running of the facilities at South Hill Park, including; venue/room set up; health and safety; security; performance duty management; buildings maintenance; cleaning and the customer experience.

As a key part of the cleaning and supervising the team with responsibility for upholding the high standards that South Hill Park offers to all its visitors. This historic building plays host to over 300,000 visitors a year and keeping the building fully operational and presentable is very important to us.

MAIN DUTIES AND RESPONSIBILITIES

- Clean and replenish supplies in designated facility areas
 - Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc
 - Complete daily cleaning records
 - Notify management in case there is a need for repair and interventions
 - Stock and maintain supply rooms
 - Cooperate with the rest of the staff
 - Follow all health and safety regulations and COSHH
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General

- Follow and adhere to all health and safety procedures and policy.

Relationships

Maintain good professional relationships with:

- Staff, Artists in Residence, tutors, students, volunteers and members of the Board of South Hill Park;
- All other individuals and organisations with whom South Hill Park seeks to work.

PERSON SPECIFICATION

	Essential
Education	<ul style="list-style-type: none">▪ Secondary School
Skills & Knowledge	<ul style="list-style-type: none">▪ Ability to handle cleaning equipment and machinery▪ Knowledge of various cleaning chemicals and supplies▪ Good knowledge of Material Safety data sheets▪ Proven working experience as a cleaner
Personal Qualities	<ul style="list-style-type: none">▪ Pride in work▪ Reliable▪ Attention to detail▪ Team player – works well with others▪ Calm under pressure▪ A good communicator▪ Willingness to 'muck in'

CONDITIONS OF EMPLOYMENT

Salary:	£12.71 per hour equivalent to £5,079.36 per annum
Hours:	12 hours per week Monday to Thursday - 3 hours per day , 4.30am to 7.30am Additional hours may be available on a casual basis. to cover sickness and holidays.
Holiday:	29 days paid annual leave, (including Public and Bank Holidays) - pro rata depending on hours worked, increasing to 34 days - pro rata - after five years continuous service.
Pension:	Enrolment into South Hill Park's workplace pension scheme.
Tickets:	Free or reduced priced tickets to most performances and cinema screenings at South Hill Park.
Food & Drink:	20% off all food and non-alcoholic drink at the Atrium Bar and Restaurant.
Notice:	This post carries a notice period of two weeks.
Probation:	This post has a probationary period of 13 weeks and for part time employees is pro-rated up , based on a full-time week of 35 hours.,