



Housekeeping Supervisor

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" **Audience Member**



What We Need

Job Title: Housekeeping Supervisor

Status: 36 hours per week

Reports to: Venues Manager

Salary: £24,055.20 per annum

Purpose of Role

This role will form a part of our housekeeping department. You will provide joint supervision with another Housekeeping Supervisor for the oversight of housekeeping work as well as general and specific cleaning on a day-to-day basis in Perth Theatre and Concert Hall venues and at events. You will play a vital role in the day-to-day operations of the organisation, operating as a member of an agile, high-performance team.

Organisational Relationships

Line Manager: Venues Manager

External Relationships: Customers, clients, tours and audiences.

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

- Provide general oversight of housekeeping duties and workload across the housekeeping team;
- Manage the ordering and inventory of cleaning stock and materials;
- Manage the housekeeping rota;
- In conjunction with the Venues Manager, oversee and arrange all annual leave requests and other requests as required;
- Oversee general Health & Safety within the department under the direction of the Venues Manager;
- Organise and oversee cleaning subcontractors when required in conjunction with the Venues Manager;
- Clean all types of areas including backstage, dressing rooms, public spaces, catering areas, toilets, and certain external spaces;
- Use equipment such as: vacuum cleaner, mop and bucket, duster, and other light machinery as appropriate;
- Assist with the regular upkeep and maintenance of the buildings by reporting breakages and other damages or faulty items to the venues team;
- You will endeavour to present our venues at their best, keeping them clean and fresh to a high standard.

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. You will take an active part in communicating and co-operating with other staff and departments, contribute to an enthusiastic, positive work climate within the organisation and take an active part in achieving high standards of customer and client care.

You will be expected to attend team meetings and all external meetings as required, follow all Perth Theatre and Concert Hall guidelines, procedures and policies and work in accordance with our Inclusion, Diversity, Equality & Accessibility Strategy.

Person Specification

We are looking for people who can play a vital role in the day-to-day operations of Perth Theatre and Concert Hall, operating as a member of an agile, high-performance team, with the following skills and experience:

Essential skills and experience:

- Experience of working as a cleaner;
- Experience of cleaning large buildings;
- IT skills;
- High degree of honesty;
- Able to respect confidentiality;
- Ability to lift heavy weights and undertake physical duties;
- Ability to understand and operate basic technical equipment;
- Willing to develop skills.

Desirable skills and experience:

- Trained in cleaning equipment and techniques;
- Trained to use electrical cleaning equipment;
- First Aid qualification.

IDEA

Striving for a future in which the performing arts are essential to our communities.

We need to ensure our people are representative of the communities we engage with locally and nationally. We are seeking diverse, enthusiastic and committed applicants who believe in the fundamental value of the performing arts and embrace diversity of backgrounds, experiences, skills, cultures, and outlooks. Starting from a position of inclusion being fundamental to all our activities, we are committed to providing life-enhancing experiences for everyone, regardless of age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the legally protected characteristics.

How to Apply

Deadline: Monday 20 May 2024

Interviews: W/C Monday 27 May 2024

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role, along with a completed IDEA Monitoring Form to:

recruitment@perththeatreandconcerthall.com