**Job Description**

**Cleaner   
(Horsecross Arts Ltd)**

**About Us**

Perth Concert Hall and Perth Theatre are at the heart of the regeneration of the city centre and will provide a focus for the arts, for business and for communities throughout Perthshire. You will be a key member of the Venues working with colleagues and clients to establish Perth Concert Hall and Perth Theatre as successful cultural, conference and community venues.

We’re here to create a buzz; to inspire, entertain and involve. When you join Horsecross, you’re not just turning up for work, you’re buying into an organisation that wants to be the best. Perth Theatre and Perth Concert Hall are great buildings, but it’s the people that make them really special.

**Base**

Your principal base is Perth Concert Hall but you will also be required to work at Perth Theatre and other Horsecross venues and events as necessary.

**Organisational relationships**

You will report to the Head Housekeeper. You will be one of a team of Cleaners operating across Horsecross venues. You will work in conjunction with the Venues Team in relation to the cleanliness and appearance of the venues. You must be able to deal courteously with members of the public when they are present, acting as an ambassador for Horsecross at all times.

**Purpose**

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.

**Duties and Responsibilities**

* Clean areas as instructed by the Head Housekeeper/Deputy Head Housekeeper
* 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 & 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 their best, clean and fresh

**Responsibilities of all staff**

* Be aware of the work of other departments in the achievement of Horsecross’ aims
* Take an active part in communicating and co-operating with other staff and departments
* Follow all Horsecross guidelines, procedures and policies provided
* Work in accordance with the Equality & Diversity policy of Horsecross
* Be aware of and comply with rules and legislation pertaining to Health & Safety at work
* Take an active part in achieving high standards of customer and client care

**Person Specification**

We are looking for people who can play a vital role in the day-to-day operations of Horsecross Arts, operating as a member of a high-performance team, with the following skills and experience:

**Essential**

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

**Desirable**

* Trained in cleaning equipment & techniques
* Trained to use electrical cleaning equipment
* First aid qualification
* Training on powered access equipment

**Summary of Terms & Conditions\***

**Rate of Pay**

* Hourly Rate: £7.83
* Paid weekly in arrears by bacs transfer
* Basic rate of pay will be reviewed annually on 1 April

**Hours of Work**

* Guaranteed minimum of 20 hours per week
* Five days out of 6 (Monday to Saturday), 06.00am to 10.00 am
* Regular Sunday and evening work may be required

**Holiday Entitlement**

Holiday entitlement is 4 weeks, rising to 4 weeks and 2 days after 3 years’ service, and rising to 5 weeks after 5 years’ service, plus 10 days’ public holidays (part-time pro rata).

**Pension**

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

* Are not already in one;
* Earn over £10,000 a year/£833 per month/£192 per week
* Are aged 22 or over; and
* Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our qualifying scheme – The National Employment Savings Trust (NEST) Pension Scheme. You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;

* Horsecross Arts Ltd and you pay into it every payday;
* The government may also contribute through tax relief;
* Your pension belongs to you, even if you leave us in the future

If you do not meet the criteria to be auto enrolled, you have the option to join the NEST pension scheme if you wish.

**Staff Benefits**

* Free and discounted tickets for select Horsecross concerts and events
* Reduced rate on local authority gym and leisure memberships
* Discount on select meals from the Perth Concert Hall’s café and restaurant
* Be part of an award-winning team!