



Job Description - Cleaner

Background

Perth Concert Hall and Perth Theatre are at the heart of the City of Perth and at the centre of the cultural life of Perth and Kinross, with a draw from across Scotland and beyond. We work across the performing arts and strive to attract the broadest audience to our work.

Horsecross Arts – the charity that runs both venues - operates as a creative hub to grow audiences and public engagement in the arts. We want people from all sectors to society to experience the work that we do, and our creative learning and engagement programme is key to reaching a diverse range of communities.

We have great venues and a fantastic resource in our creative team. We are also building partnerships and developing collaborations nationally and internationally, sharing skills and resources with a network of venues and creative learning agencies to complement and strengthen existing activities.

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.

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.

Base

You will be required to work at both Horsecross venues and events as necessary.

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 endeavor 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 Arts' aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow all Horsecross Arts' guidelines, procedures and policies

Cleaner

March 2020

- Work in accordance with the Equality & Diversity policy of Horsecross Arts
- Be aware of and comply with rules and legislation pertaining to Health & Safety At Work
- Play 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 skills & experience

- 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 skills & experience

- 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: £8.35
- 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 10.00am
- Regular Sunday and evening work are required

Holidays

Holiday entitlement is 4 weeks plus 10 days Public Holidays (Part-time pro rata).

Your holiday entitlement rises to 4 weeks and 2 days after 3 years of service and rises again to 5 weeks after 5 years of service.

Pension

The Government has introduced a new law which requires employers to enroll 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 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

- Complimentary and discounted tickets for selected Horsecross Arts' concerts and events
- Reduced rate on Live Active gym and leisure memberships
- Discount on select meals from Glassrooms Café and Perth Theatre Café
- Be part of an award-winning team!

***subject to review**

Eligibility to Work in the UK

- All UK employers are required to check the eligibility to work of employees prior to appointment. Any job offer will be made subject to production of the requisite proof of the ability to work – e.g. passport, other permitted ID and NI card, visa/work permit.

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Please note due to the UK's departure from the EU, these rules are subject to change at the end of 2020. Any EU citizen should seek specific advice around Settled Status in advance of this deadline.