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JOB DESCRIPTION

VENUE CLEANER – SOUTHWARK PLAYHOUSE ELEPHANT

Responsible to:	Front of House & Venue Manager
Key external relationships:	General Manager, Duty Managers
Locations:	Usual place of work: Southwark Playhouse Elephant, Dante Place, 80 Newington Butts, London, SE11 4FL Additional shifts for holiday cover may be available at: Southwark Playhouse, 77-85 Newington Causeway, London, SE1 6BD
Contract Type:	2-years, fixed-term.
Hours:	18 hours per week. Monday - Saturday 11am - 2pm. To start from Monday 22 nd April 2024.
Pay:	£12.10 per hour
Annual Leave:	6 weeks per year, pro rata
Probationary Period:	1 month
Notice Period:	2 weeks (1 weeks during probation period)
Benefits:	Complimentary staff tickets for shows, subject to availability and policy Discounts at Southwark Playhouse Bars and Cafes Cycle to Work Scheme Pension scheme with Smart Pension
Closing Date:	Monday 25 th March 2024 5pm

JOB CONTEXT:

Southwark Playhouse has been creating and presenting theatre for almost 30 years. It has championed and showcased work by a diverse array of new and emerging artists and companies. It prides itself on being firmly rooted in its community as a creative hub and home for local people.

The theatre has recently opened a second building, Southwark Playhouse Elephant, that runs concurrently with its Borough venue. There are 3 theatre spaces (Borough: The Little, Borough: The Large, Elephant: Main Space) across the two buildings as well as a rehearsal space and participation space. The theatre presents approximately 30 fully fledged theatre productions across the year, alongside a busy participation and artist support programme.

PURPOSE:

To ensure Southwark Playhouse Elephant is at a high standard of cleanliness for all our visitors and team members.

DETAILED RESPONSIBILITIES

Foyer & Bar Spaces - Daily

- To sweep/vacuum and mop floors in the public bar and foyer spaces.
- To check bins in public spaces have been emptied from previous evening. Empty and put in fresh bin bag if required.
- Sweep/h Hoover and mop the staircase up to the main office and staircase to downstairs bar.

Public Toilets - Daily

There are 2 accessible single toilets and one main set of toilets.

- Toilets to be cleaned each day
- Sinks to cleaned each day
- Mirrors to be cleaned each day
- Toilet paper to be refilled each day
- Soap to be refilled each day
- Floors to be swept/vacuumed and mopped each day

Dressing Room - Daily

There is one shared dressing room which has 2 toilet/shower rooms, one kitchenette and a laundry corridor.

- Clean dressing room surfaces, if clear.
- Sweep/h Hoover and mop the dressing room floor and toilet/shower room floors.
- Toilets, sinks, mirrors and showers should be cleaned daily.
- Shower water to be run for 2 minutes each day.
- Bins to be emptied and fresh bin bags put in.
- Dishwasher run and emptied
- Laundry corridor to be swept/h Hoovered and mopped each day.

Auditorium - Daily

- One row of the floor of seating in the auditorium to be swept/vacuumed and mopped each day, on rotation.
- Seating to be hoovered, one row each day on rotation.
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Office - Weekly

There is one shared office space.

- Sweep/h Hoover and mop the office space
- Clean the desk surfaces where clear
- Dishwasher run and emptied

Participation Space - Occasional dependent on room availability

- There is one participation space.
- On occasion when the room is not in use to sweep/vacuum and mop the floor
- Empty the bins

General

- Keeping the FOH & Venue Manager informed of low stock levels.
- Communicating to the FOH & Venue Manager any issues from the shift.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the organisation. It is a requirement of the charity that all staff work in a flexible manner compatible with their jobs and in line with the objectives the charity must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

PERSON SPECIFICATION ESSENTIAL

- Ability to work independently.
- Ability to manage time effectively to complete all daily tasks.
- Flexibility in relation to duties - there can be times where due to the activities taking place in the building that day that the cleaning routine has short notice changes, or may involve cleaning areas where people are working, liaising with them as to how this can be achieved safely.
- Ability to work 11am - 2pm Monday - Saturday each week.

DESIRABLE

- Previous cleaning experience
- Interest in the work of Southwark Playhouse

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check.

Southwark Playhouse is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply.