

Theatre Cleaner

Job title	Theatre Cleaner
Location	The Kenton Theatre, 19 New Street, Henley on Thames RG9 2BS
Position reports to	Technical Manager and Theatre Manager
Responsible for	None
Contract type	Part time. Permanent
Hours	20 hours per week with the option for a job share
Salary	From £13,000 p/a
Annual Leave	28 days per annum (pro rata) including Bank Holidays (rising by one day per year of service to a maximum of 33 days)
Probation period	Six months

About The Kenton

The Kenton Theatre is a stunning Georgian venue which first opened in November 1805 and is one of the oldest working theatres in the UK. Seating 240, the theatre today offers a varied programme of music, drama, dance, talks, comedy and family work and is regularly hired by a number of community groups and private events. Boasting over 230 performances a year, with an annual income of c£500k.

The Role

We are looking for a cleaner to join our small and friendly team. The cleaner will be responsible for maintaining the cleanliness and hygiene of all areas of our theatre, from front of house to the backstage dressing rooms. They will play a vital role in creating a welcoming and comfortable atmosphere for patrons, staff and artists.

This is a varied role working with the Theatre Manager, Technical Manager and the rest of the small team to maintain our vibrant and historic theatre.

Main duties and responsibilities

- To maintain the cleanliness of all areas of the theatre to a high standard. This includes cleaning all toilets front of house and backstage, vacuuming/cleaning carpets, cleaning the auditorium and dressing rooms, emptying bins, cleaning the backstage kitchenette, foyer and bar areas, polishing brass, cleaning glass, wiping surfaces washing bar glasses, assisting with bar deliveries, assisting with stock management and restocking toilets, whilst keeping all areas tidy and presentable.

- To work closely with Theatre Manager and Technical Manager to acquire an understanding of the cleaning needs of the building and all products and equipment used, to maintain the required standard including compliance with relevant health and safety standards and to request additional cleaning stock as needed.
- To take a flexible approach to the theatre's timetable and pattern of work which will require some evenings and weekend work and, with notice, additional hours.
- To comply with health and safety legislation and the theatre's health and safety policy in order to ensure a safe working environment.
- Assist in waste management and suggest improvements to reduce our carbon footprint.
- Assist with building maintenance such as topping up water softener salt, jet washing and reporting faults.

Additional Duties & Responsibilities

- To undertake such other relevant duties as may be requested from time to time.
- Attendance at staff and team meetings.
- Participate in relevant training courses.

Essential Skills & Experience

- Polite and helpful manner.
- Customer service experience.
- Ability to work unsupervised.

Desirable Skills & Experience

- Previous commercial cleaning experience (although training will be given).

Application Process

If you feel you are a suitable fit for the role, please email a CV and cover letter to: recruitment@kentontheatre.co.uk ensuring that **Theatre Cleaner** is included in the subject line.

For further information please contact Hannah Jones, Theatre & Board Manager at recruitment@kentontheatre.co.uk

Deadline for applications: Friday 20 September 2024 at 5pm

In-person interviews to take place: week commencing: Monday 23 September 2024