



## Housekeeper Job Description

**Part Time post - total minimum 15 hrs pw @ £10ph.  
MUST be available Monday to Friday mornings (3hrs per day).  
Additional 5 hours weekend event work negotiable.**

### **Purpose:**

- Working alongside the Facilities Manager to support the efficient running of the Drill House Complex facilities.
- General housekeeping and cleaning – to ensure a clean, tidy, organised and safe working environment for all

### **Principle tasks:**

- General housekeeping/cleaning duties – managing a regular cleaning rota for the Drill House office and all other Halls and Spaces within the Complex
- Covid cleaning - implementing enhanced cleaning rotas/systems to ensure a Covid safe environment (as required)
- Cleaning all office spaces
- Cleaning of circus equipment and mats
- Cleaning and preparing the South Hall ready for /in between classes
- Cleaning and preparing the North Hall ready for/in between residencies
- Cleaning and preparing all spaces for/after Drill House events and weddings
- Cleaning and preparing rooms/spaces ready for meetings and external hires – setting up tables, chairs, tea coffee machines etc.
- Out There Festival –set up and cleaning of catering areas, cleaning and turnaround of Drill House spaces during the festival
- Preparing caravans and setting up dorm accommodation for residencies – including washing and changing bed linen and towels etc.
- Ensuring kitchen and toilet/shower spaces are regularly cleaned and stocked with detergents/soap/loo roll etc.
- Ensuring fridges are regularly cleaned and monitored for out-of-date food
- Ordering cleaning and other materials and supplies as required (online or direct purchase)
- Storage Spaces – In conjunction with the Facilities Manager, ensure equipment and materials in storage spaces are kept tidy
- Undertaking weekly fire alarm checks, Legionella prevention procedures and other checks as required
- Waste management - Ensuring recycling is well managed, bins emptied regularly, and waste collected as per service agreements
- Taking care of indoor and outdoor plants, decking areas, courtyard plants
- Reporting any Health & Safety issues to the Facilities Manager or senior management team
- Reporting any damage or maintenance issues to the Facilities manager
- Any other duties reasonably compatible with/arising from the duties specified above and in line with the scope of the post.
- Emergency Key Holder for the venue
- Training – first aid, fire safety and any other training identified