

Housekeeping Assistant The Stoller Hall

Welcome to Chetham's

About Chetham's

Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage.

We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

Job Description

Location: **The Stoller Hall**

Hours: **5 days (18.75 hours) per week**
Normally between 07:00 and 13:00
Flexibility is required, hours to be rota'd a month in advance

Responsible to: **Front of House Manager**

Purpose & Objectives

The Stoller Hall requires a pro-active, flexible, forward thinking person who likes to work under their own initiative. With a good eye for detail and having previous cleaning experience, you will be primarily responsible for the general cleaning of The Stoller Hall and all related public and backstage areas.

Main Duties & Responsibilities

To carry out general cleaning in The Stoller Hall, and associated areas, including, but not limited to; the performance Halls, backstage areas, offices, kitchen and bar area, toilets, washrooms, corridors and staircases etc

Duties to include dusting, vacuuming, mopping and floor maintenance, including the operation of rotary floor scrubbing machines and other domestic cleaning appliances, the cleaning and monitoring of all washrooms and toilets, replenishment of all supplies in toilets and bar and kitchens, washrooms and corridors, disposing of refuse and recycling in the proper way.

Additionally, a successful applicant will be required to:

monitor and report stock levels;

test and record legionella weekly;

carry out the above duties according to the frequencies specified in work schedules, or as directed by Housekeeping, or the Front of House Manager;

report any occurrences which may prevent these duties being carried out;

report any personal accidents or untoward incidents to a member of the Management team immediately;

leave equipment and machinery in a clean condition, reporting any defects to the Management team immediately;

be prepared to undertake any practical training relating to the role, to attend any on-site training sessions organised by Chetham's School of Music or The Stoller Hall;

have knowledge of the School's Health and Safety policy, carrying out duties in a manner which is safe for all;

be prepared to undertake work in any area of the estate when required;

carry out other duties required which may not be shown on the work schedule, but which are within the scope of the job.

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Essential experience

- Previous Experience of working in a busy domestic environment;
- Clear spoken and written English;
- Previous Experience of working with the General Public;
- Excellent Time Management;
- Ability to work on own initiative and able to cope with periods of pressure and change;
- Flexibility with regards to working hours, practices and sharing of duties with other members as and when required;
- Reliable, conscientious and willing to work as part of a team;
- Well organised, with an honest and confidential personality;
- Suitability to work with children.

Desired experience

- Previous experience of working with children;
- Previous experience of working in a school / college or hotel environment;
- Previous Experience of working with a Rotary floor scrubbing machine.

Child Protection & Safeguarding Children

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I becomes aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name

Employee's Signature

Date

If you are unable to complete the application form online, you are welcome to come to the box office and fill it out in person.

(The Box Office is located on Hunts Bank M3 1DA and open 1pm - 2:30pm Tuesday - Thursday)