

THE MARLOWE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Housekeeping Team Member
Reports to	Housekeeping Manager
Grade	O

JOB PURPOSE

To support the Housekeeping Manager in delivering the cleaning strategy for the Marlowe premises, in order to provide a safe, compliant and welcoming environment for customers, staff and visiting companies.

PRINCIPAL ACCOUNTABILITIES

1. Carry out, to agreed standards, scheduled and responsive cleaning, in order to provide a clean and safe environment for customers, staff and visiting companies.
2. Use work equipment and consumables in an efficient and effective manner to support the theatre's business objectives.
3. To drive your own career and skills development, making the most of the opportunities made available to you.
4. To work in a safe and legal way to comply with regulatory and legislative requirements.
5. To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Housekeeping Team Member should be:</p> <ul style="list-style-type: none"> • A friendly, customer-focussed people person with great interpersonal skills • Organised with an eye for detail
Knowledge	<ul style="list-style-type: none"> • No previous knowledge required; training will be provided.
Skills	<ul style="list-style-type: none"> • Basic cleaning skills
Experience	<ul style="list-style-type: none"> • No previous experience required; training will be provided
Qualifications	N/A

JOB DIMENSIONS	
Annual budgetary amounts	
Number of staff reporting to the job holder	Direct Reports – Indirect Reports –
Any other relevant statistics/information	

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART
See attached

November 2021