



Position:	101 Housekeeper
Reports to:	Head of 101 & Outdoor Programmes
Hours:	37 hours per week.
Holiday:	20 days per annum plus public holidays
Salary:	£22,010.56

The Corn Exchange seeks an organised and dedicated individual for the role of 101 Housekeeper at 101 Outdoor Arts on Greenham Business Park in Newbury.

101 Outdoor Arts is a dedicated rehearsal space for artists who make work for the outdoors and public space. Our unique facilities encompass warehouse rehearsal rooms, meeting spaces, a fabrication workshop and accommodation cabins for artists to stay. 101 hosts over 50 artistic residencies every year alongside a programme of professional development labs and outdoor performances.

The Housekeeper will be part of a supportive team who work closely to manage the building and its operations, ensuring all facilities are well maintained and accessible to the visiting artists. The right candidate will play a valued and important role in the day-to-day upkeep of 101. You will provide support to all users of the building by making sure it's always clean and fit for purpose.

This is an exciting and varied role within a busy and creative team. We look for individuals who are passionate about what we do and in return we are keen to support staff with opportunities for further training and professional development.

Main Duties

- Cleaning the kitchen and shared spaces at 101 including, but not limited to; vacuuming, cleaning floors, loading and unloading dishwasher and washing up.
- Cleaning the cabins used as artist accommodation.
- Cleaning the toilets and showers at 101.
- Collection and washing/drying of bed linen from the cabins.
- Emptying of all bins in the kitchen, office and communal spaces.
- Making sure that the fridge & cupboards are kept clean, tidy and free from out of date food
- Maintaining a stock of consumables and kitchen equipment

- Supporting the care of artists staying in residence at 101
- Assisting with the welcome and induction of artists arriving at 101 and supporting the check-out process
- Assisting with the set-up and hospitality of industry events hosted at 101 throughout the year

Working Hours

The hours given represent an average across a given week. It may be necessary for the post holder to work in excess of this and to take time off in lieu in less busy periods as required.

Person Specification

The successful candidate is likely to have:

- Experience of cleaning and maintaining other venues.
- A can do attitude with a creative problem solving approach
- Ability to be self-directed and enjoy managing their own work load
- Teamwork skills
- A flexible and versatile approach to work
- Good communication skills and the ability to form relationships with a range of people

Additional Requirements

- Demonstrate a strong commitment to the core values of the Corn Exchange Trust
- Represent the Corn Exchange and 101 publicly in a prepared and professional manner
- Promote a friendly and welcoming atmosphere for all users of 101
- Ensure confidentiality is maintained at all times
- Undertake work at other locations as required
- Carry out any additional duties reasonably requested