



Position:	Casual Housekeeping Assistant
Reports to:	Housekeeping Supervisor or Operations Manager
Salary:	£11.44 per hour
Hours:	Zero hours contract, to include weekends
Location:	Corn Exchange, Market Place, Newbury

Overview

We're looking for a friendly, enthusiastic team player to join us on a casual basis. We currently have a team of 3 core staff and are looking for casual team members to cover occasional holidays and other absence. Available shifts would be circulated amongst casuals for which you can opt in to. As part of the housekeeping team, you will take ownership of the presentation of the Corn Exchange which welcomes tens of thousands of people every year. You'll play an important part in making sure we provide our visitors with the best experience: You will take pride in your work and will help to deliver our audience commitments by creating a clean, hygienic, comfortable, and friendly environment that makes it welcoming, safe and encourages visitors to want to stay and spend more time with us. This role mainly involves morning shifts from 7am and shifts may be between 2 and 6 hours. The job is ideal for anyone looking for some extra hours alongside another job. Availability at weekends essential.

Main Responsibilities

- Cleaning of the Corn Exchange theatre, auditorium, cinema, bars, public areas, backstage kitchen, toilets, dressing rooms, FOH kitchen, Learning Centre, and offices.
- Reporting of health and safety concerns and maintenance issues.
- Carrying out all duties within the Corn Exchange's Health and Safety policy and all legal requirements for hygiene.
- Provide and maintain a high standard of welcome in the building.
- To perform any other duties that may be reasonably requested.

Essential Criteria

- Be reliable and trustworthy.
- Be able to use initiative to solve any problems that may arise & look ahead and plan for any potential problems.
- Be able to work both as part of a team and independently to complete tasks.
- Have a pro-active, can-do attitude.
- Excellent time keeping and time management.
- Attention to detail.

Additional Benefits

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.