



<b>Job Title:</b>	<b>Housekeeping Supervisor</b>
<b>Reports to:</b>	<b>Operations Manager</b>
<b>Responsible for:</b> <b>Assistants</b>	<b>Housekeeping Assistants and Casual Housekeeping</b>
<b>Salary:</b>	<b>£ 24,449 (pro rata)</b>
<b>Hours:</b>	<b>24 hours a week</b>
<b>Location:</b>	<b>Corn Exchange, Market Place, Newbury</b> <b>You may be required to work at our other locations of 101, The Base and The Old Library as part of your normal working week</b>
<b>Holiday entitlement:</b>	<b>20 days per annum, plus bank holidays (pro rata if part time)</b>

## **OVERVIEW**

The Corn Exchange is a multi-venue arts organisation which presents a wide range of artistic work and creative activity throughout the year, both at its Newbury-based venues and in the wider community in West Berkshire.

The Corn Exchange is a growing, dynamic and exciting organisation in the South East, with a 400 seat auditorium, a 40 seat cinema, a café bar and a busy Learning Centre presenting workshops and classes and other activity which has a positive impact on individuals and our community. The Corn Exchange also includes 101 Outdoor Arts, a nationally recognised facility to support and nurture artists creating ambitious outdoor productions for audiences across the UK and internationally, as well as programming and managing The Base Greenham, a visual arts gallery which is also home to resident artists and a workshop space.

In 2026 we will open our new facility – the Old Library – as our new Learning Centre studio, a space for community connection and collaboration and a bespoke 102 seated performance space.

## **Main Responsibilities**

You will lead the Housekeeping team taking ownership of the presentation of the Corn Exchange and the Old Library venues which welcome more than 120,000 people each year. You will take pride in your work and inspire your team to help to maintain the cleanliness of the historic buildings we are custodians of.

You will help to deliver our audience commitments by creating a clean, comfortable and friendly environment that makes visitors feel welcome, safe and enjoying their time with us.

## **Main Duties**

- Line Manager to the team of housekeeping assistants
- Cleaning of Corn Exchange theatre, cinema, bars, public areas, backstage kitchen, dressing rooms, offices as well as our learning centre venue (Old Library)
- Oversee all cleaning and cleaning schedules to ensure high standards are met and maintained, with the Housekeeping team working in a safe and productive way
- Responsible for the monitoring of budgets for staff and consumables
- Source and order all cleaning equipment and consumables, ensuring value for money and appropriate stock levels
- Schedule the rota including arranging cover for extra cleaning during the daytime between shows
- Report health and safety concerns and maintenance issues
- Carry out all duties within the Corn Exchange's Health and Safety policy and all legal requirements for Environmental Health and COSHH regulations
- Key holder for the building, including responsibility of the team to open up each morning

## **Working Hours**

The hours given represent an average across a given week. Hours worked in excess of this – as agreed during busy periods - will be given back through our time off in lieu (TOIL) policy.

Applicants must be available to work weekends (generally on a rotation of two weekends on and then 1 weekend off) and occasional evenings.

## **General Duties/Additional Requirements**

- To demonstrate a commitment to the Corn Exchange Trust's core values
- To treat all information as strictly private and confidential, maintaining confidentiality at all times
- To publicly represent the Corn Exchange Trust in a prepared and professional manner
- To create a friendly and welcoming atmosphere for users of the Corn Exchange
- To work evenings and weekends as necessary
- To undertake any other duties which may reasonably be requested

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

## **Person Specification**

The successful candidate will:

- Have experience of supervising one or more members of staff in a similar role
- Be motivated, organised and able to prioritise tasks as an individual and for Housekeeping Assistants
- Be good at time management and maximising work output
- Have a high attention to detail, taking pride in their work
- Have a can-do attitude
- Be a good communicator with the ability to give clear instructions to colleagues

If you have health and safety training or training in the use of chemicals / COSHH please let us know. Training can be provided

## **Additional Benefits**

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Limited access to small staff car park and close proximity to public transport.
- A day off for your birthday
- A day off for Wellbeing activity

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.