



## JOB DESCRIPTION

**JOB TITLE:** Housekeeper  
**SALARY:** £13.18 per hour  
**CONTRACT:** 16 hour per week contract inc. evenings and weekends  
**REPORTS TO:** Building Services' Manager

**CONTEXT:** Wac Arts offers performing arts and media workshops for young people in the evenings and at weekends in the Old Town Hall, Belsize Park. The Old Town Hall is a 7 day/week operation.

In addition, we have strong partnerships with several companies who rent office space from us.

We also hire out our space for rehearsals and events.

## JOB SUMMARY

Housekeeping team are an integral part of the organisation at Wac Arts, responsible for maintaining a high standard of hygiene sanitary and cleanliness throughout the building for our many diverse users. We are looking for someone who takes pride in their work and the environment around them. The new employee will be a team player who will work effectively across all teams to ensure the building is serviced effectively and efficiently.

They will be a key player, working closely with the Building Services' Team to manage all housekeeping duties. This is a small team so there is a need to be flexible about sharing tasks and helping colleagues where/when necessary.

***The following duties and responsibilities are an overview of the role but not exhaustive. Tasks may change, or additional tasks, within the scope of the role, may be assigned at any time with or without notice, as necessitated by business demands.***

### **Duties & Responsibilities**

- Carry out routine cleaning duties, including but not limited to sweeping, mopping, dusting, and waste disposal
- Uphold cleanliness standards in all designated areas, including offices, toilets, and communal spaces
- Demonstrate autonomy and efficiency in completing assigned cleaning responsibilities.
- Ensure your tasks are undertaken in a proper and responsible manner that minimises inconvenience to all other users of the building
- Remaining contactable at all times while on duty or on call
- Strictly adhere to health and safety guidelines, reporting any identified issues promptly to the Building Services' team
- Report any defect and fault in a timely manner

## **General**

- Maintain relevant training standards, professional skills and knowledge of relevant legislation.
- To comply with all Wac Arts policies and procedures, including Health and Safety, Safeguarding and Equality and Diversity.
- Provide excellent customer service to all users of the building.
- Promote the values of Wac Arts, at all times.
- Perform any additional duties which may be required and/or directed by line manager or wider management team.

## **PERSON SPECIFICATION**

- Have a minimum of 2 years' experience in a housekeeper's role or equivalent
- Exhibit a strong work ethic coupled with exceptional attention to detail
- Excellent communication skills
- Proficiency in English (preferred), with basic English language skills considered essential
- Reliability and Punctuality
- Willingness to learn new skills
- Naturally helpful, pro-active attitude, and have an ability to remain calm under pressure.
- Polite and friendly.
- Able to relate well to people of all ages, including young people and elderly.
- Ability to prioritise in a busy environment, managing time effectively to deliver tasks to deadlines.
- Flexibility to work within a growing environment

The role requires an enhanced DBS clearance which we will arrange for the successful candidate.

To apply, please visit our website, [www.wacarts.co.uk](http://www.wacarts.co.uk), and complete the online application form.

Application closing date, 20th July 2024

*Please Note: We will evaluate applications as they come in and may offer the role prior to the closing date, reserving the right to close this advertisement early.*