

Job Description:

Assistant Housekeeper

Key Information

Department	Housekeeping
Responsible to	Housekeeper
Key relationships	Catering, Operations Manager, Facilities Manager
Contract	Part-time, permanent
Hours	5 hours per week
	Your normal working week will consist of a total of 5 hours worked on a Monday between the hours of 8am and 1pm. You may occasionally be asked to work additional hours to cover sickness, holidays, public bank holidays or on a Sunday and any additional hours will be scheduled, in advance, in full consultation with yourself and paid accordingly.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£23,795 per annum pro rata (based on 40 hours week)
Benefits	Free onsite parking, discount in restaurant and bar, complimentary tickets for our productions (subject to availability)
Pension	Contributions to Employer's Workplace Pension Scheme (5%)
Annual leave	5.6 weeks pro rata, including public holidays

Overview

The Watermill Theatre is looking for a motivated individual to join our small, friendly team of housekeepers. The Assistant Housekeeper will play a crucial role in working with their team to keep the Watermill Theatre Estate at the highest standard of cleanliness in all areas. The Watermill Theatre is a converted watermill that is now a 220-seat theatre. We produce award winning work and have an international reputation as one of the best producing theatres in the country. The estate is made up of the main theatre, restaurant/bar area, offices and various accommodations for the artists.

Duties and Responsibilities

Individual Responsibilities

- Work unsupervised in the cleaning and regular upkeep of all areas of the Watermill Theatre Estate, including, but not limited to, the theatre, dressing rooms, restaurant/bar areas, administration offices, rehearsal rooms, artist accommodation.
- Restocking and ensuring supplies are available across the site.
- Together with the Housekeeper, when required, prepare an inventory and offer advice on improvements and upgrades to the accommodation facilities (e.g. bedding, lighting, crockery, cooking implements, etc.).
- Carry out all duties in compliance with The Watermill's Health and Safety Policy and all statutory and legal requirements for Health and Safety, Hygiene, Environmental Health and COSHH regulations.
- Report immediately any Health and Safety and general maintenance issues such as dangerous steps or floor coverings, broken heaters or ventilation units, dripping taps, broken vacuum cleaners and kettles etc and other equipment you come into contact with.
- Familiarise yourself with The Watermill's fire precautions and procedures and comply with them.

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

Person Specification

Essential Criteria:

- Previous experience as a cleaner or housekeeper.
- Ability to work with minimal supervision and maintain a high level of performance.
- Attention to detail, working quickly without compromising quality.
- Prioritisation and time management skills.
- Excellent communication skills.

- Ability to work as part of a team.

Desirable Criteria:

- Previous experience working in a commercial property open to the public.

Submitting Your Application

How To Apply

Please send your CV, cover letter explaining why you want to work for The Watermill and how you meet the person specification to admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor
Newbury
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications 12pm 16th December

Interviews w/c 23rd December

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority

background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.