



## **THE ROLE**

- Position:** Cleaner
- Location:** Kiln Theatre, 269 Kilburn High Road NW6 7JR
- Reports to:** Cleaning Manager
- Salary:** £14.80 per hour
- Contract Type:** Casual / variable hours, typically 20 hours a week. 5 shifts a week (including Saturdays and occasional Sundays).

**Typical shift pattern:** 6am - 10am.

### **Purpose and description of role -**

#### **Key Responsibilities and Duties**

- To be an active member of the cleaning team ensuring the Kiln is cleaned to an agreed schedule and to the highest possible standard of cleanliness.
- To undertake daily cleaning duties as part of the cleaning team as established by the Cleaning Manager.
- Cleaning duties to include cleaning all toilets, vacuuming/cleaning carpets, cleaning the auditorium & cinema, dressing rooms, offices, emptying bins, polishing, glasswork.
- Conduct regular deep cleaning as part of a wider schedule devised by the Cleaning Manager.
- Reporting any maintenance issues to the Cleaning Manager or wider team.

#### **General**

- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding and Environmental Policies.
- Carry out such other duties as may reasonably be required by the Cleaning Manager or Head of Operations & Front of House.



## **Person Specification**

- Must have proved work experience in professional cleaning for this role.
- Must be able to work independently as well as part of a team.

*This job description is a guide to the nature of the work required for this role and does not form part of the contract of employment.*

## **Equal Opportunities**

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, hard of hearing, disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We are members of the Disability Confident Scheme and guarantee to interview all disabled candidates who would like to be considered under this scheme and who meet the criteria in the “You should have” section of the person specification. We will support and provide access requirements if you identify as disabled. This includes during the application process, at interview stage and beyond. Please contact us via email at [recruitment@kilntheatre.com](mailto:recruitment@kilntheatre.com).

## **Environmental Sustainability**

We aim to be an environmentally responsible organisation and ask that our team works to support this goal. In doing so we are seeking to promote efficient and sustainable practices which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

## **To Apply**

Please email your CV and a short Covering Letter (no more than 500 words) explaining your suitability to the role to [recruitment@kilntheatre.com](mailto:recruitment@kilntheatre.com)

Please also fill out our [Equal Opportunities Monitoring Form](#), which can be found [here](#).

If you have any questions, please contact [recruitment@kilntheatre.com](mailto:recruitment@kilntheatre.com)



## **WHAT HAPPENS NEXT?**

We will invite some applicants for an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure