



VENUE CLEANING TEAM JOB DESCRIPTION & PERSON SPECIFICATION / THE BURNT CITY

Responsible to: Building Manager

Key relationships: Building Management team, Production Department, Front of House and Bars

Salary: £11.05 per hour

Contract: Zero hours, fixed-term. Various hours available

Deadline: Applications will be reviewed on a rolling basis. Shortlisted candidates will be notified in due course.

How to apply: Send your CV and cover letter by email with the subject "Venue Cleaner" to workwithus@punchdrunk.com.

OUR HISTORY Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO earlier this year. Punchdrunk also announced a partnership with gaming giants Niantic earlier this year.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013). Since 2008, Punchdrunk Enrichment has taken this immersive practice into communities, creating performances with and for children, young people and the wider community.

THE ROLE

Punchdrunk is seeking individuals to join their Venue Cleaning team. Working throughout the venue you will be responsible for ensuring that the highest standards of cleanliness are maintained and that appropriate cleaning methods are used, reporting any issues to the Cleaning Supervisor and Building Manager in good time.

The cleaning team will be responsible for the upkeep of the backstage, offices and performance spaces, ensuring that these are maintained in line with the design of the show, you will have great attention to detail and be able to follow complex instructions.

Cleaning will be undertaken on a shift/ rota basis in accordance with planned activity across the site. This will include early morning, evening and weekend shifts.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:

- To undertake general cleaning duties including cleaning of floors, toilets, furniture and fittings, emptying bins and other receptacles and removal of rubbish
- To undertake cleaning of green room/ staff welfare areas
- To undertake cleaning of public areas including Front of house, toilets and bar areas
- To undertake cleaning of backstage dressing rooms, wardrobe, design rooms and office areas
- To undertake suction cleaning, sweeping and washing of all floor areas to ensure that they are free from dust, dirt, litter, smears and with no evidence of stains, spillages or residual cleaning materials, refilling of antibacterial products.
- To undertake cleaning throughout the performance space in line with detailed cleaning instructions to ensure no damage to any set pieces/ props and set dressing.
- To empty waste bins and receptacles, ensuring they are disinfected and free from smears and odours and ensuring the safe segregation and disposal of rubbish in accordance with Punchdrunk's sustainability aims and procedures
- To ensure consumables are refilled and used responsibly in accordance with Punchdrunk's sustainability aims and procedures
- In addition to the regular cleaning schedule, to undertake any ad hoc cleaning as and when required
- To undertake additional cleaning duties relating to the management of Covid 19
- To check that all cleaning equipment is safe to use before starting work and report any defects immediately. Ensure all cleaning equipment including machinery used is cleaned and returned to designated storerooms in a safe and tidy manner after use ready for the next cleaning operation.
- To use the correct cleaning products/ methods throughout the buildings and undertake any specific training required
- To follow COSHH regulations and adhere to all safety procedures relating to the use and storage of cleaning chemicals.
- To carry out regular stock checks, reporting in good time when items require recording to the Building Management team

PERSON SPECIFICATION:

ESSENTIAL EXPERIENCE, SKILLS AND ATTRIBUTES

- Able to communicate clearly and effectively
- Able to understand and follow complex instructions/ methods of work
- Experience of working in a customer focused environment
- Flexible and proactive approach to work with a can do attitude
- Basic knowledge of Health & Safety requirements for the equipment and chemicals being used
- Able to work under own initiative to meet requirements of the role
- Attention to detail and accuracy with tasks and quality standards is essential.
- Physical lifting and movement of equipment
- Will be positive, flexible and hardworking with a passionate commitment to quality
- Attention to detail and accuracy with all tasks.

DESIRABLE EXPERIENCE AND SKILLS

- Previous experience of working in a cleaning role is preferable
- Previous experience on large-scale multi use sites
- Previous experience of working in an Arts venue or interest in performing arts

WORKING HOURS

Shifts available between the following hours:

- Weekday evenings - 4.30pm to 10pm
- Weekends - 9am to 6pm

EMPLOYMENT TERMS

- Early morning, evening and weekend work will be required on a rota basis
- Zero hours, fixed-term contract. Various hours available
- £11.05 per hour
- Place of Work: Punchdrunk's home in Woolwich
- Pension contribution, following completion of probation period
- 20 days holiday per annum pro-rata + UK bank holidays
- Direct Report to Building Manager
- **Please note: this role is only open to applicants aged 18 years and over in line with our safeguarding policy.**

NOTES TO APPLICANTS If you are called for an interview you will be required to sign a Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY: To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to the second interview, prior to making an offer.

Please submit your application by email, with the subject "Venue Cleaner" to workwithus@punchdrunk.com. Shortlisted candidates will be notified shortly after.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfil the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline: Applications will be reviewed on a rolling basis and interviews will commence shortly after shortlisting with a view to start the role as soon as possible.