

The Ultimate Picture Palace

Job Description

July 2022

Job Title: Cinema Cleaner

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Timeline

The closing date for all applicants is: **5pm on Tuesday 19th July 2022.**

We will contact all candidates by: **5pm on Wednesday 20th July 2022.**

We will then hold interviews on **Friday 22nd July 2022.** The start date for the role will be **week commencing Monday 25th July 2022** (subject to the chosen candidate's availability).

Further information

Please DO NOT include your CV as it will not be considered. Please put all relevant information on your application form.

We are striving to understand more about who applies to work with us. When you submit your application you will be invited to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process.

The UPP will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Thank you for your interest in The UPP.

Micaela Tuckwell

Executive Director

The Ultimate Picture Palace

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Position:	Cinema Cleaner
Responsible to:	Venue Manager
Contract:	Part time role (Permanent) — 5 hours per week with opportunities for Overtime
Location:	The role will be undertaken at the cinema site on Jeune Street in Oxford, OX4 1BN.

	Cleaner
Rate of pay:	£10p/h (5 hours a week)
Shift pattern:	Either: Wednesday morning (before 10am) and Saturday morning (before 10am) Or: Saturday morning (before 10am) and Sunday morning (before 10am)

Purpose of Job

As a one-screen cinema the success of our film screenings relies on the functionality and excellent aesthetic appearance and cleanliness of all our cinema and facilities which include public areas (auditorium, loos, forecourt) and staff areas (bar, box office and projection room).

Principal Responsibilities

To support the Venue Manager in creating a daily cleaning plan for all areas of the cinema. These include auditorium, office, catering outlet, loos and external forecourt.

- To carry out the cleaning plan to the best possible standard.
- To support the Venue Manager in unforeseen 'reactive' cleaning tasks.
- To maintain, safely operate and store securely all cleaning equipment, consumables and plant owned or hired by the cinema for cleaning tasks.
- To ensure the tidiness and functionality of cleaning areas such as Cleaner stores /cupboards etc. Making sure consumables are re stocked.
- To advise the Venue Manager on the purchase and/or hire of consumables, tools etc. to complete any specific tasks.
- To help the cinema become a 'Greener' business by disposing of waste in an eco-friendly manner.
- To have knowledge of Cinema wide fire evacuation procedures
- To observe and report safety & facility hazards to the Venue Manager.
- To understand and comply with relevant Cinema policies such as the: staff handbook, museum health and safety policy & safeguarding policy to ensure the safety and wellbeing of visitors, staff, volunteers and contractors at all times.

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Key Performance Indicators

- High level of venue presentation;
- Prompt resolution of equipment and building repair;
- Excellent knowledge of Cinema facilities;
- High level of customer satisfaction in relation to cinema cleanliness;

Person Specification

Skills & Experience

- Experience working as a cleaner in a previous business / organisation;
- Able to undertake manual work and agile as the project room can only be accessed via ladder;
- Good organisational skills;
- Good interpersonal skills;
- Strong communication skills;
- Good adaptability & resilience when set a task;
- Ability to work as part of a team or work independently.

Skills & Experience - Desirable

- Experience in working a Cinema, Hospitality (pub, restaurant or bar) setting.
- IOSH Working or Managing Safely COSHH awareness course
- Any relevant qualifications in cleaning. Cleaning and Support Services (City & Guilds) etc.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Cinema.
- The UPP is open seven days a week, including Bank Holidays (Christmas Eve and Christmas Day are the only exceptions).