

Precinct Operations

Position Description

Position Title	Housekeeping
Directorate	Transformation and Operations
Reports to	Head of Cleaning Services
Direct Reports	Nil
Classification Level	Single Enterprise Agreement 2015 – Level 1, Theatre Local Government Industry Award – Level 2
Date	August 2022

HOTA

Our work is carried out in line with our HOTA Values of Art, Citizenship, Curiosity, Integrity and Generosity.

At HOTA:

- We are creative thinkers and collaborators who are inspired by change and working in a diverse precinct environment.
- We are passionate about art and driven by the opportunity to educate, raise awareness and tell stories.
- We are dynamic, caring and curious with a commitment to excellence, experience and innovation.
- We display strong interpersonal and communication skills to engage and build communities.

Every person at HOTA is individually accountable for meeting health and safety obligations. These obligations are set out in the WHS Roles and Responsibilities Procedure and will be covered in an online learning module.

The Team

The Housekeeping team members are responsible for ensuring that a high standard of service and cleanliness is maintained at all times within the HOTA Precinct

The Position

HOTA are currently looking for resilient, loyal & dedicated cleaning staff with impeccable attention to detail to join the Housekeeping Team to work across the Precinct.

You will ensure that all Front of House public spaces, event venues, cinemas, theatre, back of house areas, gallery exhibition and collection spaces are looking pristine, clean, and safe, to be able to provide a welcoming environment for our visitors.

You must have the ability to adapt and be flexible of the working hours on a 7-day rotating roster as it may vary depending on the business' requirements.

Previous experience in cleaning public areas, Cinemas, Theatre, Art Galleries, Museums and large venues is highly recommended.

Position Responsibilities

Duties include, but are not limited to:

- Vacuuming (including using backpack vacuum cleaners)

- Mopping floor and scrubbing decks (using scrubbing machine)
- Cleaning toilets / bathroom
- Cleaning windows / glass
- Using a pressure cleaner
- Using chemicals safely as per instructions
- Rubbish removal
- Dusting
- As directed by the Housekeeping leadership team, undertake other related duties within the scope of this position.

Work, Health and Safety

1. Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
2. In accordance with Home of the Arts' Workplace Health and Safety standards an Employee must ensure that they do not place themselves or others at risk of injury or illness. These obligations will be met by:
 - Adhering to WH&S obligations and adopt sound work practices.
 - Following all safe working procedures and practices designed for the work.
 - Eliminating, reporting, or advising their supervisor to avoid, eliminate or minimise potential hazards when they become aware of a potentially hazardous work-related condition or practice.
 - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
 - When requested assist the supervisor and other workers in the risk assessment of workplace hazards.

Qualifications and Experience

- Demonstrated experience in cleaning similar large-scale venues / hotels
- An understanding of safe chemical use and OHS in the workplace
- Flexibility to work a variety of different shifts as required
- Experience working effectively with minimal supervision
- An eye for detail and take a real pride in their work
- A current Blue Card
- A current Police Clearance
- Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects (5-10kg), repetitive bending and lifting, and repetitive arm movements

Signatures

Incumbent	I have read and understand this explanation and job description.
	Signature: _____ Date: _____
Manager	
	Signature: _____ Date: _____