



RECONNECT THEATRES– JOB DESCRIPTION

Domestic Assistant - Casual – Howden Park Centre & Reconnect Regal Theatre

PURPOSE OF THE ROLE

The Domestic Assistant is a key member of the team. The post holder works under the direction of the Senior Leadership Team and Assistant Venue Managers and as part of a team to deliver customer service to meet the needs of the venue and its customers. This role will involve lone working at times.

TERMS AND CONDITIONS

Hours: Casual around the needs of the business

Salary: £11.44 p/h

Reports to: Head of Technical & Operations / Assistant Venue Manager

The postholder will be required to work flexibly including public holidays, evenings, and weekends, to meet service demands. Opportunity for regular overtime depending on venue requirements.

DBS Check: Recruitment to this post is subject to a satisfactory Disclosure Scotland (DBS) check.

Health and Safety: The postholder will be required to be aware of current Health and Safety Policies and to take responsibility for their own safety and the safety of others who may be affected by acts or omissions at work.

MAIN DUTIES AND RESPONSIBILITIES

These main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the Creative Director and the Board in consultation with the post holder.

- Responsible for opening and closing venue when required.
- Liaise with Management team to prioritise cleaning requirements on a day to day/week to week basis.
- Use all materials and consumables in accordance with COSHH.
- Comply with methods of cleaning required for areas.
- Use the appropriate work equipment and PPE provided report safety deficiencies and accidents through line manager.
- Check equipment for faults and notify the relevant person.
- Ensure all equipment is cleaned and correctly stored after use.

- Dusting, sweeping, vacuuming, and mopping surfaces in their work area including backstage, Front of house and staff areas, bathrooms, kitchens, and stairs
- Vacuum all carpeted areas.
- Clean and dust furniture, ledges, light fixtures, and other hard to reach places.
- Clean and disinfect and stock toilets both in public, backstage and staff areas.
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Maintaining cleaning products and reporting when new supplies need ordered when necessary.
- Taking out the rubbish and ensuring all rubbish from the venue is removed at the end of the shift.
- Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sinks.
- Conducting deep cleaning when required.
- Follow all health and safety regulations.

Requirements and skills.

- A minimum of 1 years' experience in cleaning is essential.
- Ability to work with little supervision and maintain a high level of performance.
- Prioritization and time management skills.
- Working quickly without compromising quality.
- Knowledge of English language would be desirable.
- Previous experience of working with electrical cleaning equipment

We have 2 unique venues which have their own character and therefore have different needs. We require the successful candidate to clean in the Reconnect Regal Theatre in Bathgate at least one day per week and to cover holidays in Reconnect Howden Park also required after shows and events in either venue. We are open 7 days a week from early morning to late at night and a degree of flexibility would be expected with cleaning times.

PERSON SPECIFICATION

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Ability to remain calm when working under pressure. • Knowledge of health and safety issues. • As these are public buildings you must have excellent face to face customer service skills and experience, preferably within a similar events, hospitality, or leisure environment. • Ability to communicate effectively. • Ability to follow building related procedures. • Proven track record of being able to work on own initiative with the minimum of supervision. 	<ul style="list-style-type: none"> • Experience of dealing with health and safety issues. • Previous training in health and safety, manual handling, customer care. • Previous experience of working within a multi- faceted events venue.

<ul style="list-style-type: none"> • A good knowledge of building maintenance and an ability to carry out minor repairs/decoration. • Capacity and willingness to learn. 	
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Job Dimensions	
<ul style="list-style-type: none"> • The Domestic Assistant works under the direction of the Head of Technical and Operations and Assistant Venue Managers and as part of a team to deliver customer service to meet the needs of the venue and its customers. • The postholder will take possession of security keys to open and close the facility as required, often working alone and in the evening. • The post holder will be continuously working with the public in a busy working environment with varying demands on time. • The post holder will be required to work out with the premises occasionally in adverse weather conditions. 	

CONTEXT

Reconnect SCIO (now trading as Reconnect Theatres) was founded in 2018 and within six years has evolved into West Lothian's leading cultural provider. Managing the Reconnect Regal Theatre and Howden Park Centre, our team has grown to 16 permanent members and 50 freelance practitioners.

In 2023, we produced six in-house productions and hosted 300 events across the two venues.

Our activities span:

- Professional and community theatre, comedy, dance, and music productions
- Community Classes
- Hosting business/private events.

Our values:

- We prioritise fostering safe artistic spaces, enriching lives through art, supporting our team, and contributing to the community's cultural legacy.
- Our commitment extends to training and empowering emerging artists and practitioners, reflecting our belief in the transformative power of the arts.

GUIDANCE NOTES FOR APPLICANTS

This document is intended to help you participate in the selection process as effectively as possible by providing you with all the information needed to demonstrate how you meet the requirements of the role. If you would like to have an informal chat about the role, please contact Reconnect Theatres at careers@reconnectcharity.com

If you need any information in a different or more accessible format that we might not have thought of, please don't hesitate to contact us at careers@reconnectcharity.com

If you have any specific requirements or need additional support during the recruitment process, including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact careers@reconnectcharity.com We are happy to make reasonable adjustments.

HOW TO APPLY

Please submit an up-to- date CV and a Cover Letter to Reconnect Theatres' Fiona Wilson Head of Events and Programming at careers@reconnectcharity.com

In your Cover Letter, please explain why you are interested in this role and how your experience and skills match the essential criteria in the person specification on the job description (found above), giving specific examples, as appropriate.

Cover Letters can be submitted in the following formats:

- **Written** – should be no more than 2 pages
- **Video** – no longer than 5 minutes, unless longer is needed to meet your access needs. We welcome application videos in BSL
- **Audio** – no longer than 5 minutes, unless longer is needed to meet your access need

Closing date for applications: Ongoing

Interview date: TBC