Facilities Officer

Job Description

Aim

To ensure Friargate Theatre is maintained to a high level of cleanliness for staff and public.

Organisation

Reports to: Production & Stage Manager

Direct Reports: None

Key Responsibilities

Cleaning Operations

- **Clean and maintain all public areas of the theatre, including foyers, auditoriums, bars, toilets, and corridors.**
- **Perform weekly and deep cleaning tasks such as vacuuming, mopping, dusting, and sanitising surfaces.**
- **Ensure dressing rooms, rehearsal spaces, and backstage areas are kept clean and tidy.**
- **Replenish supplies such as toilet paper, soap, and paper towels in washrooms.**
- **Remove rubbish and recycling and dispose of waste appropriately.**
- **Report any maintenance issues, damages, or hazards to the appropriate team.**
- **Follow health and safety procedures and cleaning protocols, including Risk Assessments, Safe Systems of Work and COSHH regulations.**
- **Use appropriate cleaning products and equipment responsibly and efficiently.**

Facilities Operations

- **Lead on the regular periodic testing.**
- **Ensure spaces are prepared for events.**
- **Support the ongoing re-development of Friargate Theatre.**

General Duties

- **Create and maintain key relationships with external stakeholders**
- **Work collaboratively with all departments**

These key responsibilities are not exhaustive and other duties may be allocated as appropriate to the role.