

**Job Description: Head Cleaner**

**October 2024**



**GLASGOW FILM/**

**Information for applicants: Head Cleaner**

October 2024

Dear Applicant,

Thank you for your interest in the post of Head Cleaner for Glasgow Film.

In this pack, you’ll find some background information about Glasgow Film, along with more detailed information about the role, a job description, a person specification, and broad terms and conditions.

If you’d like to apply for the post, please complete the application form and the online equal opportunities monitoring form [link here.](https://forms.office.com/pages/responsepage.aspx?id=mVGoHW1qw0OhEEMyDDYc3Vtu8aucyApDiFCrhIvxcV5UREdQWFc4Q0JQVkI3TlJHUlBOUjIzVjZSSS4u&route=shorturl) Then send completed applications to caroline.rice@glasgowfilm.org. Please refer to the job description and person specification in your application, telling us why you are interested and what skills and experience you would bring to the organisation.

Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is Thursday 24th October 2024 at 18.00. We’ll confirm we have received your application by e-mail.

We hope to hold interviews on Tuesday 5th November 2024. Please let us know, in your cover letter, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we need to make alternative arrangements for any short-listed candidates.

If you need more information before you apply, please contact us by emailing angela.freeman@glasgowfilm.org

We look forward to hearing from you and thank you again for your interest.

Best wishes,

Seonaid Daly

Executive Director

**About Glasgow Film**

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is ‘Cinema For All’.

Our mission is to provide 'Cinema For All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe. To do this we provide high-quality programmes of curated screenings, festivals, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.

**Our values are:**

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity.  We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact.  We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

**Glasgow Film is:**

**Glasgow Film Theatre**

GFT has been leading the way in specialised cinema for over 50 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists’ experimental work, issue based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific community engagement and equalities driven initiatives. These initiatives include our flagship programmes Visible Cinema (D/deaf and hard of hearing audiences), Movie Memories (Dementia friendly) and Access Film Club (Autism friendly).

GFT thrives in a highly competitive Glasgow market for cinema by providing a clearly differentiated experience and programme.

**Glasgow Film Festival**

Glasgow Film Festival is dedicated to presenting the best new Scottish and international film, including feature films, specially commissioned work and special events. Our approach is 'up close and personal' where audiences and creative industry practitioners get the opportunity to meet filmmakers from around the world. We are passionate about cross sector collaborations and partnerships and our unique ‘pop-up cinema’ events are a model of innovative programming in their exciting use of different, vibrant venues across the city.

Our Industry Connects programme is at the heart of the festival, creating a bustling hub of activity for emerging and developing screen practitioners. This is where we forge connections, share fresh new thinking and nurture diverse filmmakers of tomorrow. Short Circuit is a year-round talent development initiative for emerging and underrepresented filmmakers in Scotland delivered in partnership with Film City Futures.

**Glasgow Film Learning and Youth Opportunities**

Glasgow Film works collaboratively with young people, teachers, our fellow film education organisations to provide a fun and relevant programme for ages 5-25. The programme includes free Saturday screenings for families all the way through to access the industry events. Glasgow Film Youth Board is made up of young people who have graduated from one of our programmes who curate our year-round programme of free monthly Youth Screenings. Glasgow Film is also the home to Glasgow Youth Film Festival where each year young people aged 15-19 co-curate the three-day festival.

By working with a range of outreach and recruitment partners we aim to ensure that young people from all backgrounds can access our opportunities.

**Film Hub Scotland**

Film Hub Scotland, part of the BFI’s Film Audience Network and is one of the eight Hubs across the UK with the aim of extending film choice, increasing audiences, and enhancing opportunities for audiences across Scotland to deepen their relationship with film.

**Equalities, Diversity and Inclusion at Glasgow Film**

Glasgow Films’ commitment to equality, diversity and inclusion is clearly stated in our vision: Cinema For All. We have a proud history and track record of diverse programming, equalities driven partnership working and developing sector leading equalities initiatives (particularly for disabled audiences).  Our flagship initiatives are informed by the views of those with lived experience.

We believe in and champion the progression of Article 27 of the Universal Declaration of Human Rights: that “everyone has the right to freely participate in the cultural life of the community, to enjoy the arts [...] and its benefits.” However, significant inequalities continue to exist in accessing, participating in and working in the arts and screen sectors which are symptomatic of wider societal inequalities. Glasgow Film understands that discrimination and inequality affect people in complex ways.

During our recent Anti-Racism Audit, we learned more about what we need to do to embed a more actively anti-racist and intersectional approach to all of our work; both internally (with staff and volunteers) and externally (with audiences and participants). We know that we still have a lot of work to do and our new Equalities and Anti-Racism Strategy (led by the Executive) will guide us as we drive forward these changes. Our Community Engagement activities play an important part in the success of our new strategy.

Information on our community engagement and flagship equalities initiatives can be found [here](https://www.glasgowfilm.org/community).

Glasgow Film’s original commitments in response to Black Lives Matter can be read [here.](https://www.glasgowfilm.org/updates-on-black-lives-matter-commitments)

Glasgow Film has an Equity, Diversity and Inclusion strategic plan and all departments must track and report on their progress.

Glasgow Film organises annual equalities training for staff and volunteers.

Glasgow Film has a Staff and Volunteers Diversity Committee which meets quarterly.

**Head Cleaner**

**Terms and Conditions**

Employer: The Glasgow Film Theatre

Salary: £21810 per annum (pro rata)

Term: Permanent

Hours: 30 hours per week, working any 5 out of 7 days, as necessary to fulfil the scope of responsibilities within the post. This will involve some weekend work.

Place of Work: 12 Rose Street, Glasgow

Holidays: 23 days per year plus 8 currently recognised bank/public holidays (pro-rata).

Notice Period: During probation 1 week, after confirmation of post 1 month for both employer and employee.

Pension: This position will be part of Glasgow Film’s auto enrolment pension plan.

Right to work: The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

References: Offers of employment are subject to the receipt of references that are satisfactory to Glasgow Film.

Other benefits:        Other benefits:Staff membership benefits (subject to availability): free and reduced priced tickets to Glasgow Film screenings; access to staff screenings; staff rates for hot drinks in café; employee assistance programme; discounted (optional) membership at Hilton DoubleTree Gym and Pool.

Start date: November 2024 – to be agreed

Glasgow Film is an Equal Opportunities Employer and as such all positions will be offered to the candidate with the required skills for the post and without consideration to a candidate’s race, ethnic origin, nationality, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

**JOB DESCRIPTION: HEAD CLEANER**

**Responsible to:** Senior Front of House Manager

**Responsible for:** Cleaning Team

**Staff Structure:** See attachment

**Principle purpose of the post**

The post holder will coordinate and oversee the work of a small cleaning team acting as the team leader. The post holder will work closely with the Senior Front of House Manager to ensure that GFT is meticulously cleaned each day and that the team have the correct cleaning materials and equipment required.

**Principle duties**

This job description describes the principal duties of the job at this time. It is a guide but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business and customer needs.

Line Manager duties:

* Line management to a small team of cleaners working together on early morning shifts across the week.
* Liaising with HR department to assist with line management of cleaning team.
* Monitoring all aspect of the work across all members of the team to ensure consistency and efficiency and in line with all GF policies.
* Set and distribute weekly/fortnightly rotas
* Approve leave requests and ensure holiday entitlement is taken each year
* Set daily cleaning schedules and ensure work is completed to the highest standard
* Monitor cleaning products and stock levels and submit orders to replenish
* Monitor and maintain cleaning equipment
* Train, motivate and encourage the team to do their best work and nurture an inclusive, positive working culture
* Support recruitment as required
* Ensure cleaning equipment and chemical supplies used correctly through training and monitoring of the team.

Main cleaning duties:

* Cleaning of cinemas using correct tools, equipment and products
* Cleanliness of public areas, ensuring that action is promptly taken to report any repair or defects to the Technical Manager / Duty manager
* Cleaning of toilets, urinals, sinks and shower to a high standard
* Cleaning of bars, all surfaces and wooden paneling
* Buffering of terrazzo/toilet flooring using equipment provided
* Cleaning of upholstery using equipment provided
* Separating waste streams for recycling
* Emptying waste bins or similar receptacles, transporting waste material to designated collection points
* Monitoring areas where waste bins are stored and ensuring cleanliness is maintained and reporting to Duty Manager if uplifts do not take place
* Sweeping floors with brushes
* Mopping floors with wet or damp mops
* Using electronically powered buffering / vacuuming machines to scrub, polish and clean floors, electronic steam machine for tiles in toilets, electronic carpet machine (after receiving proper instruction and training)
* Dusting, damp wiping, washing or polishing the furniture, ledges, window sills and external/internal surfaces of cupboards, radiators, shelves and fitments
* Replenishing consumable items (soap, toilet rolls, paper towels, cleaning stock cupboards) if required
* Ensuring the team use chemical agents as directed within the COSHH sheets for each product used (in conjunction with Senior Front of House Manager)
* Undertaking wall washing during periodic cleaning tasks

Additional duties:

* Ensure that no action is taken that could threaten the health or safety of themselves, other employees, customers or members of the public
* Ensure that equipment, which may be issued for protection because of the nature of a job, is used at all appropriate times (failure to do so could be a contravention of health and safety responsibilities)
* The Head Cleaner will be First aid trained to deal with first response in the workplace
* Report all accidents and injuries at work, no matter how minor, in the accident book
* Work flexibly and positively with other GFT staff, the Front of House team and your cleaning team colleagues as required on any appropriate initiatives
* Being a key holder and opening the building
* Any other reasonable duties as requested by the Senior Front of House Manager.

Responsibilities of all staff:

* Follow Glasgow Film’s Equal Opportunities Policy and uphold our commitments to Anti-Racism and equalities, helping to nurture an inclusive staff culture
* Follow Glasgow Film’s Environmental Policy minimizing individual environmental impacts and being committed to ongoing improvements and good practice.

**PERSON SPECIFICATION:
Head Cleaner**

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| **KNOWLEDGE** | **ESSENTIAL (E)/ DESIRABLE (D)** |
| An understanding and consideration for cleaning processes and COSHH assessments | E |
| An understanding of HR procedures within a business environment relating to leading a team of cleaning operatives  | D |
| An understanding of and commitment to equal opportunities and to making the arts accessible to all | D |
| An understanding of environmental and sustainability issues and commitment to assisting GF in reducing its carbon footprint | D |
| **EXPERIENCE** |
| Experience with a variety of cleaning equipment used in a commercial environment  | E |
| Effective rostering and managing a small team  | D |
| Proven ability to manage and maintain correct cleaning supplies needed for the business  | D |
| Previous experience of key holder duties including responsibility for the security of the premises when the principle key holder on site  | D |
| **SKILLS AND ABILITIES** |
| Excellent customer awareness skills | D |
| Ability to work in a busy environment  | E |
| **PERSONAL QUALITIES AND ATTITUDES** |
| Friendly team player with a professional hands-on approach | E |
| Positive thinker  | E |
| Energy and self-motivation | E |
| The ability to communicate effectively with a wide range of stakeholders | E |
| A flexible and hardworking attitude | E |
| Availability to work over Christmas, New Year and Glasgow Film Festival (Feb/March) with the option for extra hours during these busy periods | E |

**Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply.**