
CLEANER

Job description

Department: Operations

Responsible to: Cleaning Manager
Head of Operations

Contract type: Casual

Salary: £12.65 per hour

Level 4 SMT
Level 3 Managers
Level 2 Managers
Level 1 Team members

ABOUT WOOLWICH WORKS

Woolwich Works is London's newest landmark cultural hub, housed in five historic buildings on the Royal Arsenal. Following a multi-million-pound refurbishment by the Royal Borough of Greenwich, our spaces opened in September 2021 and include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard, and a café and bars. We're home to several world class resident artistic companies, including the Acosta Dance Foundation, Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works.

ABOUT THIS JOB

As a member of the housekeeping team, you will clean our buildings and facilities, helping to ensure an excellent experience for everyone who visits Woolwich Works. Shifts are offered on a flexible rota, with regular daytime shifts as well as longer shifts to support events, including evening and weekend work. Woolwich Works is generally open from 7.30am to 11.00pm.

IS THIS JOB FOR YOU?

We're looking for someone who wants to join a team that consistently delivers high standards and contributes to creating a world-class venue in the heart of Woolwich.

This role is well suited to a physically fit person, as you will be working on your feet supporting events, including longer shifts and tasks such as setting up and clearing spaces. For the right candidate, there will be opportunities to extend responsibilities over time.

HOW TO APPLY

To apply for this role please visit www.woolwich.works/jobs-and-opportunities. You will be directed to our portal to complete the online application no later than 23.59 on Saturday 28th February 2026 (the 'closing date'). If you cannot complete the form electronically, we can arrange an alternative version for posting - please contact us by phone to arrange.

If you're unable to complete a written application for any reason, please either email us or call (020) 8035 8835 so that we can discuss alternative arrangements for assessing your suitability for the job. However, you must do so at least one week before the closing date above.

We aim to give feedback to anybody who requests it but due to the high number of applications we receive it may take us some time to do so. We will let you know if you have been unsuccessful and we aim to stick to the time frame outlined in the job advert.

RESPONSIBILITIES

We try to make our job descriptions as straightforward and accessible as possible. They're not intended to set out every duty in detail, but to explain the key responsibilities so that you understand the nature of the job. How you go about doing it will be discussed and agreed between you and your manager on an ongoing basis.

All our team members are additionally expected to work to our Competency Framework. This is a Level 1 (Team) position.

KEY RESPONSIBILITIES SPECIFIC TO THIS JOB

Cleaning the inside and outside of our buildings as directed by the Cleaning Manager, Duty Managers and senior operational staff. This includes responding to cleaning needs as they arise and working to regular job lists, ensuring required standards are always met or exceeded.

Using appropriate cleaning techniques and chemicals safely and effectively, in line with COSHH regulations, training and agreed procedures.

Managing stocks of cleaning supplies and equipment, ensuring they are used and stored correctly in line with training and instructions provided.

Managing waste, including emptying and removing bins as required.



Undertaking portage duties, such as moving furniture, equipment and deliveries around the buildings, and setting up or clearing rooms.

Undertaking laundry duties as required.

GENERAL RESPONSIBILITIES

Championing and promoting the values and behaviours set out in the Woolwich Works Competency Framework, promoting diversity and inclusion and acting as an ambassador for the Trust and the borough.

Acting as a first aider or fire marshal if required by the Operations Director or Director.

Supporting and encouraging work experience placements, interns and apprentices.

Always working safely and encouraging others to do the same, in line with the Woolwich Works Health and Safety Policy and other relevant policies and procedures.

Safeguarding the organisation's data by working in line with the Trust's data protection policies and the Data Protection Act 2018.

Undertaking training and development as required to meet the needs of the organisation.

Always acting in the best interests of the Trust and in line with all company policies.

Undertaking any other duties appropriate to the level of the role as required.

PERSON SPECIFICATION

We will decide whether to invite you for an interview by reviewing your application against the responsibilities above and the skills outlined below:

ESSENTIAL SKILLS AND EXPERIENCE

Experience of physical work and a willingness to work hard to achieve high standards.

Knowledge of COSHH regulations, safe cleaning techniques and an understanding of high cleaning standards.

Strong eye for detail and pride in presentation.

Good English verbal communication skills.

Responsible, reliable and diligent.



Able to work independently and respond effectively to instructions.

In-depth knowledge of, and commitment to, the Royal Borough of Greenwich.

Passion for people, communities, diversity and inclusion.

If invited to interview, suitability for the role will be explored based on the application, this job description and the Woolwich Works Competency Framework.

CONDITIONS

Hours: You do not have guaranteed or normal hours of work and will be engaged on an “as required” basis. The hours offered will vary in line with the operational needs of the Trust.

Shifts will be notified to you in advance, and you will be able to confirm your availability for those shifts. The Trust will then allocate shifts accordingly. The Trust is not obliged to offer work or to provide any minimum number of working hours in any given day or week. Once you have accepted a shift, you are expected to work it as agreed. Failure to attend confirmed shifts may result in no further work being offered. You are otherwise under no obligation to accept work or to make yourself available for shifts.

If no work is accepted for a continuous period of three months, the Trust reserves the right to remove you from the Casual Worker Pool. Should you wish to work with the Trust again in the future, you would be required to reapply.

This role includes evening, weekend and bank holiday working, for which no additional payment will be made.

Location: You’ll be based in Woolwich, southeast London. The exact location will be subject to change during your employment. We may require you to work elsewhere or travel within the UK as part of your job.

Holiday: You will accrue statutory holiday entitlement based on the hours you work. Holiday pay will be calculated at **12.07% of the hours worked** and will be **paid periodically** (rather than taken as time off), in accordance with Company policy and legal requirements.



Notice Period: If you no longer wish to be considered for casual work by the Company you should inform the Company as soon as possible.

The Company may terminate this contract immediately by giving notice in writing to you for operational reasons and/or if it reasonably considers that you have committed any serious breach of its terms or committed any act of gross misconduct. Non-exhaustive examples of gross misconduct include dishonesty, theft, fighting, misuse of drugs or alcohol or any other acts or omissions which might bring the Company into disrepute.

For the avoidance of doubt, if the Company decides to terminate this contract you will not be entitled to any further payments from the Company other than any outstanding pay and holiday pay.

DBS Check: You must declare any unspent criminal convictions at the point of application. Appointment to this role is subject to the completion of an enhanced Disclosure and Barring Service (DBS) check, which may be required on appointment and at regular intervals thereafter.

A criminal record will not automatically disqualify you from employment; however, any disclosed convictions will be assessed in relation to their relevance to the role and the Trust. Failure to disclose unspent convictions may result in the withdrawal of an offer of employment or termination of employment.

Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact.

References and right to work: You must have the legal right to work in the UK. It is a condition of this offer that you are eligible to work in the UK in the above position in accordance with Section 15 of the Immigration, Asylum and Nationality Act 2006. This offer is subject to you showing the Company your passport (which we will then copy and return to you) on your first day of employment. If you do not hold a British passport, a passport from a country within the

European Economic Area (EEA), or a passport from a non-EEA country which gives you the right to work in the UK, the Company will need to see one or more additional documents. You should contact me to find out which documents you will need to provide.



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From the Royal Borough of Greenwich, for everyone.

Founder:

