

**JOB DESCRIPTION**

**Multi Site Cleaner**

**REPORT TO:** Cleaning Team Leader

**FUNCTION:** To clean the Museum property as allocated. This includes early morning and weekend working.

**DUTIES:** Cleaning of all public and staff areas including toilets, washrooms, café’s, exhibits & attractions as required and rostered and in accordance with agreed standards

To replenish consumables in toilets and hand washing in public areas across the site

To replenish used stock in cleaning cupboards and keep them in an orderly manner and perform stock takes as requested

To report any observed maintenance issues to the cleaning supervisor or relevant manager as soon as possible

To be flexible and work across other Museum sites as and when required

To ensure the safety of staff, volunteers and visitors during cleaning operations by complying with the safe cleaning procedures as detailed in the Museum Cleaners Handbook

To ensure that all equipment and cleaning materials are checked, operated and kept in good working order in accordance with legal and safe working procedures and report all relevant faults

To work with volunteer housekeepers and curatorial staff in the deep cleaning of relevant site exhibits as and when required

To ensure the safety of staff, volunteers and visitors during cleaning operations including compliance with relevant Health and Safety regulations particularly fire procedures and COSHH regulations.

**STAFF REPORTING DIRECTLY:**

* N/A

**BUDGETS HELD:**

* N/A

**PERSON SPECIFICATION**

**Essential**

* Experience of working within a customer focused environment, ideally from a commercial/industrial or heritage/cultural setting
* Experience of working within a demanding health and safety regime
* Ability to work as a team member but also have the ability to use own initiative
* Keen eye for detail and can do attitude
* Physically able to lift, reach, carry and negotiate stairs and inclines
* Flexible in approach to work times and schedules
* Full driving licence and own vehicle
* Able to work weekends and Bank holidays
* Early morning starts.

**Desirable**

* Previous cleaning experience, although training will be provided

Signed (Postholder)........................................ Printed ………………….. Date..................................

Signed (Manager)............................................. Printed ………………….. Date..................................

**This Job Description is subject to periodic review.**