**JOB DESCRIPTION**

## **Job Title:**

Multi-Site Cleaner

## **Reports to:**

Cleaning Team Leader

**Contract & Hours:**

Seasonal to 31 December 2025. Up to 20 hours per week

**Salary:**

NMW/NLW

**Location:**

All Ironbridge Gorge Museum Trust sites.

## **Function:**

To clean the Museum property as allocated. This includes school holidays and weekend working. Shift patterns and start and finish times to be discussed at interview.

## **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.

**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 a ‘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 School and Bank Holidays
      * Prepared to work early morning starts.

**Desirable:**

* + - * Previous cleaning experience, although training will be provided.

Signed (postholder): …………………………… Printed: ……….………….. Dated: …………..….

Signed (manager): ……………………………… Printed: …………………….. Dated: …………..….

**This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.**