



Part-time Cleaner and Facilities Assistant

Job Description

Amberley Museum receives around 50,000 visitors pa and is located by Amberley Station, near Arundel in West Sussex. We are looking for someone who is friendly, hard-working and reliable to cover our cleaning duties and be an assistant to our Facilities Officer on Wednesdays, Thursdays and Fridays, with overtime potentially available on other days of the week. Your responsibilities will include regular cleaning of some of our exhibition areas, toilets and public areas of the Café, emptying waste bins and assisting with the upkeep of our 36 acre site.

We like to ensure that our visitors have a great time when they are with us and we are looking for someone who will take pride in their work and be part of a small staff team that runs the Museum with the help of over 300 volunteers. A driving licence would be an advantage for the collection of waste in the site van. The salary is £8.91 per hour and the hours are 9am-5pm. Application is by submission of CV and covering letter by the 8th August.

Job objectives and responsibilities:

- Cleaning exhibition areas, especially those with interactives
- Sweeping and mopping floors
- Hoovering carpeted areas.
- Emptying waste bins and preparing the waste for collection
- Replenish consumable items e.g. soap, toilet rolls, paper towels
- Cleaning toilets, urinals, hand basins and sinks
- Assisting the Facilities Officer with site maintenance

Personal Skills:

- Friendly, hard-working and reliable
- Self-motivated and positive attitude
- Good communication skills
- Previous experience in cleaning or facilities environment preferable
- A strong customer-focused approach
- Be able to work without supervision
- Be able to follow a schedule and work to deadlines
- Good timekeeping and personal presentation
- Ability to implement Health and Safety requirements to ensure safe working practices

Part-time: 24 hours per week + overtime potential

Application deadline: 8.8.21

Job Types: Part-time

Salary: £8.91 per hour

COVID-19:

We are controlling the number of visitors to the Museum by limiting numbers and pre-booking. Visitors are asked to wear face coverings when indoors and ensure social distancing.

Application is by submission of CV and covering letter to Valerie Mills at valerie.mills@amberleymuseum.co.uk