



JOB DESCRIPTION

Job title	Cleaner & Facilities Assistant
Responsible to	Site Manager
Working with	Facilities & Maintenance Manager

Key Purpose of Job

To ensure that the Museum is clean and tidy for visitors, staff and volunteers at all times.

Main duties & Responsibilities

- Daily cleaning of toilets, urinals, hand basins and sinks across the Museum site
- Daily mopping of hard floors in public areas, including toilets, corridors and lobby areas
- Emptying waste bins both indoors and outside according to the schedule
- Cleaning and hoovering exhibition spaces, meeting rooms and offices according to the schedule
- Cleaning glass doors and windows in public areas as required
- Replenishing consumables (eg soap, hand towel, toilet roll) as required
- Keeping stores of consumables tidy and well-maintained, with orders for supplies made in good time.
- Proactively identifying cleaning issues and working to tackle them (eg cobweb removal)
- Responding to urgent cleaning requests in visitor areas across the site during open days
- Assisting with basic repairs where needed (eg changing light bulbs, fitting toilet sets etc)
- Unlocking and locking exhibition spaces and buildings at the beginning and end of the day

- Following all health & safety and COSHH procedures relating to cleaning
- Working with other staff and volunteers on deep cleaning and other tasks that improve the cleanliness and overall visitor experience of the Museum
- Any other duties as required by the Museum Director for the smooth operation of the Museum

Essential Requirements

- Demonstrable experience of providing a high standard of cleaning
- Attention to detail
- Able to work across a large, outdoor area
- Willing to work indoors and outdoors in all weathers
- Able to work regular weekends
- Confident working independently, with good levels of self-motivation and reliability
- Happy to lift and carry, and undertake repetitive manual handling tasks (eg moving bags of rubbish)

Desirable

- Experience of cleaning in a public visitor attraction
- Knowledge of health & safety and COSHH regulations relating to cleaning
- Basic maintenance/ DIY skills