

Creswell Heritage Trust

Job Description

<u>Job title:</u>	Cleaner
<u>Department:</u>	Operations
<u>Pay grade / Salary:</u>	£10.42 per hour
<u>Hours:</u>	5 hrs per week plus occasional holiday and absence cover
<u>Contract:</u>	Permanent, part time
<u>Reporting to:</u>	Estate & Conservation Officer
<u>Responsible for:</u>	N/A

Job description summary:

The objective of this role is to ensure the Visitor Centre is clean and presentable to the highest standards at all times for staff and visitors, contributing to the onsite visitor experience. We also anticipate that the increased visitor numbers seen since 2021 will continue in 2023 onwards and this will be a key focus of Creswell Heritage Trust in the coming months and this role will be a key part of that. This post will therefore offer the holder a chance to make a mark at a crucial time in the Trust's story. The working pattern will be Friday between 5am and 10am. Hours can be split between Thursday afternoon and Friday morning depending on the successful applicants availability

Key responsibilities:

- Working with:
 - The Estate & Conservation Officer to maintain the cleanliness of the building to a high standard to ensure a high standard of onsite visitor experience.
 - The Estate & Conservation Officer to ensure equipment is maintained and manage cleaning supply stock levels.
 - The Curator and Estate & Conservation Officer to ensure cleaning in areas containing Collections is undertaken in manner fitting within the Collections policies and procedures.
- Responsible for:
 - Ensuring Health & Safety regulations are adhered to.
 - Complying with and operating any security measures and systems in operation at the premises including security alarms, unlocking and locking doors, entrances and windows.
 - Using such chemical agents as directed by the Estate & Conservation Officer in the discharge of cleaning operations or maintenance procedures.

- Emptying waste bins and similar receptacles and transporting waste material to designated collection points.
 - Sweeping floors with brushes or dust control mops as described in the cleaning schedule.
 - Mopping floors with wet or damp mops. Suction cleaning carpeted areas and 'spot' cleaning carpets.
 - Using electrically powered scrubbing/polishing machines to burnish, polish and spray clean floors. Using electrically powered pick-up machines.
 - Dusting, damp wiping, washing or polishing furniture, work surfaces, ledges, windowsills, external surfaces of cupboards, radiators, shelves and fitments.
 - Undertaking wall washing and internal and external windowpane and display case cleaning to a height no greater than body height plus an arm's extension from the floor level, during periodic cleaning maintenance programmes.
 - Replenishing consumable items (soap, toilet rolls, paper towels) in staff and public areas.
 - Cleaning toilets, urinals, shower, hand basins and sinks.
 - Ensuring adequate stock levels are maintained throughout the year responding accordingly to visitor number peaks and troughs.
- Other:
 - Being prepared to undertake all training relevant to the role and taking a proactive approach to seeking out CPD opportunities.
 - Representing Creswell Heritage Trust with external stakeholders, maintaining appropriate working contacts and relationships.
 - Partnership working with external organisations as and when required.

Person Specification

Experience	Essential	Desirable
Demonstrable work experience in cleaning environment	X	
Demonstrable work experience with cleaning equipment and chemicals		X

Education / Qualifications	Essential	Desirable
5 GCSEs grade 5/C or above including English & Maths		X

Knowledge	Essential	Desirable
Knowledge of Health & Safety & COSHH	X	
IT literate – MS Office		X

Personal Qualities	Essential	Desirable
Enthusiastic and tenacious approach to work	X	
Self-motivated	X	
Ability to work strategically	X	
Ability to prioritise and delegate tasks	X	
Good inter-personal skills	X	
Confident communicator	X	
Team player and ability to get hands on.	X	
Interest in natural environment	X	