**JOB DESCRIPTION**

## **Job Title:**

Multi-Site Cleaner

## **Reports to:**

Facilities Manager

**Hours:**

Various available

**Salary:**

Up to £11.44 per hour

**Location:**

All Ironbridge Gorge Museum Trust sites

## **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.

**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
			* Be trustworthy and reliable
			* 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
			* 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 is subject to periodic review.**