



## Job Description

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**Post:** Cleaner

**Grade:** 2

**Centre:** Welney

**Directorate:** Operations

**Reporting to:** Centre Manager

**Main function of the post:** To ensure the visitor centre and observatory are cleaned to the highest standard and is presentable at all times.

**Supervisory Responsibility:** None

**Hours worked:** 10 hours per week to include weekends and bank holidays on a rota basis of 5 days out of 7

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### Main duties of the post:

- 1) To clean all areas of the centre to the standards set by the Centre Manager. This includes the approaches, entrances, stairways, passages, inside windows, emptying of bins, ashtrays and other receptacles, polishing and cleaning all floors and furnishings etc
- 2) To ensure all wash rooms are ready for opening time and cleaned to the standards set by the Centre Manager
- 3) To work in an efficient and cost effective way, minimising waste where possible
- 4) To ensure storage areas are kept clean and tidy and that cleaning chemicals are stored in accordance with current COSHH legislation
- 5) To operate the washing machine (or other washing systems) ensuring the standards of cleanliness and hygiene are maintained
- 6) To ensure that adequate stocks of cleaning materials are maintained
- 7) To undertake a seasonal clean of the Main Observatory
- 8) To ensure customers needs are dealt with efficiently and in a courteous and polite manner

9) To maintain a high level of hygiene practices. In particular, be aware of your responsibilities under hygiene legislation for personal standards and for that of visiting customers

10) To carry out your work safely, with due regard to others and your responsibilities under Health and Safety legislation

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** August 2004

**Date Amended:** February 2011

## Person Specification

### 1. Qualifications

**Essential:**

- Basic education (GCSE standard or equivalent to grade D-G)

### 2. Experience

**Essential:**

- None

**Desirable:**

- Previous experience of cleaning
- Experience of working in a business or commercial environment
- Experience of operating machinery (trained in maintenance)

### 3. Managerial & Supervisory

**Essential:**

- No supervisory or managerial responsibilities

Type of staff	Number managed	Number supervised
Permanent Staff	0	0
Volunteers / Casual Workers	0	0

### 4. Responsibility

**Essential:**

- Adhere to Health and Safety regulations to ensure the safety and welfare of colleagues and visitors
- Ensure cleaning chemicals are stored in accordance with the COSHH legislation in the designated storage areas

### Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	0
Cash Handling	0
Assets (required for job, exc buildings)	Up to £10K
Visitors (per annum)	0

**Desirable:**

- To work unsupervised on occasion using own initiative

## **5. Creative Ability**

### **Essential:**

- Ability to use initiative to ensure that the standards of cleanliness and hygiene are maintained

## **6. Contact**

### **Essential:**

- Working closely with other members of the cleaning team
- Ad-hoc contact with visitors to the centre

## **General Notes**

This is a part-time position, which requires work in the mornings, occasional evenings, weekends and public holidays to meet the needs of the post. There is minimal contact with the general public but requires the post holder to be one of two people working by themselves in the Centre. Although the post holder must be observant of security measures and follow defined security systems, the post holder does not carry responsibility for security at the Centre, that being held by the Duty Manager.

A current driving licence is preferable as there is no public transport to the property.