



Post: Casual Cleaner

Grade: 2

Directorate: Operations

Location: WWT Castle Espie

Reporting to: Grounds & Facilities Manager

Main function of post: To carry out general cleaning duties throughout the Centre ensuring it is clean and presentable at all times.

Supervisory responsibilities: None

Hours worked: Monday to Sunday, various hours to be worked on an ad-hoc basis which may include bank holidays

Main duties of the post

1. Responsible for cleaning all public areas and surrounds including approaches, entrances, stairways, passages, toilets and inside windows etc in accordance with in accordance with the cleaning schedules which are updated from time to time, as issued by Line Manager.
2. As part of the wider Grounds and Facilities team, working within the smaller cleaning staff team alongside other personnel. Being responsible for the cleanliness of the areas indicated in the cleaning schedule.
3. Clean all office accommodation and other areas within the Centre's offices and buildings, including the emptying of bins and other receptacles, machine polishing and cleaning all floors, floor coverings and furnishings, walls, windows, frames and surrounds, lamps, staff tea room and toilets within the area. Ensure all areas are free of cobwebs and dust paying special attention to the motion detectors in the visitor centre.
4. Clean Limekiln daily and at discretion of the line manager clean hides, outside hand washing facilities and other general duties as required.
5. Ensure that the toilet disposables are replenished when necessary.

6. Work in an efficient and cost effective manner, minimising waste.
7. Assist in maintaining stocks of cleaning supplies as directed, support the policy of the WWT in its promotion of an environmentally aware cleaning operation and ensure any problems in the visitor areas are brought immediately to the attention of Line or Duty Manager.
8. Clean outside sink units daily, empty bins associated with this area at regular intervals, replenish soap and hand towels and ensure the area is litter free at all times.
9. Report any faults / defects and ensure any problems in the visitor areas are brought immediately to the attention of your Line Manager or the Duty Manager.
10. Operate cleaning machinery safely and according to training and manufacturer's instructions.
11. Carry out work safely with due regard to others and your responsibilities under Health and Safety Legislation.
12. Ensure general waste and recycling are streamed and disposed of in the correct manner in the receptacles within the yard compound.
13. Ensure that all our visitors experience high standards of customer care in accordance with WWT's GUEST principles.

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.

Date raised: July 2016

Amended:

Person Specification

1. Qualifications

Essential:

- Good basic education to GCSE standard or equivalent (D-G)

Desirable:

- Operating machinery (trained in maintenance)

2. Experience

Essential:

- Previous cleaning experience

Desirable:

- Experience with commercial cleaning organisation
- Experience of Wooden floor maintenance and floor buffing machine experience

3. Managerial & Supervisory

Essential:

- No supervisory or managerial responsibilities

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

4. Responsibility

Essential:

- Adhere to Health and Safety regulations to ensure the safety and welfare of colleagues and visitors.
- Maintain a clean, tidy and presentable centre at all times.
- Ensure cleaning chemicals are stored in accordance with the COSHH legislation in the designated storage areas.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	Up to £10,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Ability to use initiative by raising problems or issues with the appropriate manager.

6. Contact

Essential:

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

General Notes

This position requires a flexible approach to working hours to cover special projects or events.