



Post: Cleaner

Grade: 3

Directorate: Operations

Location: Arundel

Reporting to: Facilities Manager

Main function of post: To clean the visitor centre and related buildings to an agreed standard.

Supervisory responsibilities: None

Hours worked: 6 hrs & 9 hrs

Working pattern: Post one - 6 hrs over 2 days . Post two - 9 hrs over 3 days. Both to be worked on a rota basis to include weekends and bank holidays.

Main duties of the post

1. Daily cleaning of the visitor centre buildings.
2. To ensure the centre building is secured and fully alarmed at the end of your shift and report any issues promptly to the relevant person.
3. Assist in maintaining stocks of cleaning supplies as directed by the facilities manager.
4. Operate cleaning machines according to training and manufacturer's instructions.
5. Carry out work safely with due regard to others and responsibilities under Health & Safety legislation.
6. Keep storage areas clean, tidy and ensure appropriate storage of cleaning chemicals.
7. Ensure waste is disposed of correctly according to centre standards and waste legislation.
8. Undertake seasonal cleans as required.
9. Work alongside centre staff to clean and prepare for special events and functions.

10. Ensure visitors are dealt with in a helpful and polite manner 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: 27 March 2012

Amended: 30 May 2016

Person Specification

1. Qualifications

Essential:

- Good basic education

2. Experience

Essential:

- Experience of working in a busy visitor environment

Desirable:

- Previous experience of cleaning
- Operating cleaning machinery or equivalent

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:

- Follow and understand H & S regulations to ensure the safety and welfare of colleagues and visitors.
- Ensure cleaning chemicals are stored and used in accordance with COSHH regulations.
- Ensure waste is disposed of in accordance with centre standards and waste legislation.
- Secure and alarm the building.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£0
Assets (required for job, exc. buildings)	£2000 machinery
Visitors (per annum)	0

5. Creative Ability

Essential:

- Ability to use initiative to prioritise tasks to ensure cleaning standards are met and maintained.

6. Contact

Essential:

- Working with other staff members
- Ad-hoc contact with visitors and clients during functions preparation

General Notes

These are part-time positions which require early evening work or early mornings including weekends and public holidays. They are part of a job share to cover a 7 day weekly rota and post holder holidays. The post holders will be working by themselves in the centre after closing time and must follow agreed security measures including setting an alarm system.

A current driving licence and vehicle is essential as there is no public transport to the centre.