

Cleaner – 12 hours per week

Job description

We are looking for an enthusiastic and experienced Cleaner to join our team. You'll play a key part in enhancing the visitor experience by providing an enjoyable and comfortable environment, presented to the highest possible standard.

Working Pattern: Monday, Wednesday, Friday and Sunday 9.30am-12.30pm.

Reports to: Operations Manager

Job Purpose

The Cleaner will be responsible for maintaining the cleanliness of the Manor areas that are open to the public as well as other rooms that house collections artefacts, offices and washrooms.

The main duties of the Cleaner will be:

- To deliver a cleaning plan in line with hygiene and COSHH requirements.
- Work closely with colleagues to ensure a seamless experience and consistent standards are delivered for all visitors to Sulgrave Manor. Actively ensure that areas of work are clean and presentable to visitors at all times.
- Maintain washroom areas including the cleaning of toilets, urinals, sinks etc., as well as emptying bins and replenishing bathroom supplies.
- Maintain non-public areas, including office spaces, bathrooms, kitchens and workshops as required.
- Maintain gallery, shop, Brewhouse and public circulation areas, including hard floor and carpet cleaning, cleaning display cases and other surfaces.
- Take part in programmed deep/intensive cleans of the above areas as per the scheduled programme
- Ensure that any information i.e. leaflets, guides, brochures etc. in your area of work are stocked, relevant and date correct.
- Checking lightbulbs are functioning throughout and advising on stock levels
- Observe safe working practices, complying with SMT's Health and Safety policy for both personal safety and the safety of visitors. This includes the use of electrical equipment, COSHH, signage and personal protective equipment.
- Ensure the security of all premises preventing loss and damage to collection items.
- Provide the highest possible standards of welcome and customer care to visitors at all times across Sulgrave Manor by actively engaging, providing assistance, general information and basic details of exhibits.

Additional Duties as required:

- Conservation cleaning of Collections, with training, as part of regular schedule.
- Provide operational assistance in support of other departments across Sulgrave Manor
- Support for out of hours activities such as functions, private views and other events as required.

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- Undertake such training and attendance on courses which will assist in the development of skills which are relevant to the role, including conservation cleaning and handling collections training.
- Undertake any other duties as may be required from time to time.
- Show the highest integrity and confidentiality in the pursuance of these duties.
- Adhere to and promote SMT's Equality and Diversity, Safeguarding Vulnerable Children and Adults and Child Protection policies.
- At all times display the upmost respect, tolerance and courtesy to the diverse richness of colleagues and visitors.

The details contained in this job description reflect the content of this job at the date of being prepared. It is however possible that over time the nature of the job will change. Consequently SMT will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Employee Specification - Essential / Desirable Experience

- Previous experience of working within a customer care environment E
- Experience of domestic or commercial cleaning E
- Experience of working with the public D
- Experience of working as part of a team E
- Experience of working with a range of cleaning equipment E
- Experience of working in a museum. D
- Knowledge and Skills Knowledge and understanding of Health & Safety practise including COSHH, use of PPE, electrical safety E
- Able to work safely from ladders and tower scaffold E
- Excellent oral communication skills and an ability to interact positively with visitors and colleagues E
- Professional, courteous and friendly manner E
- Ability to work well in a team environment E
- Self-motivated E
- Able to work each weekend and flexibly three days during the week E
- Able to work flexibly between 07:00 and 19:00 E
- Able to work evening functions and special events D
- Have a valid driving licence and own transport E
- Demonstrable commitment to and understanding of equality and diversity and social inclusion E

To apply, please send a CV (up to 2 sides of A4) and covering letter outlining how you meet the requirements of this post to jo.cowley@sulgravemanor.org.uk.

Closing date: Saturday 15th May 12 noon. Interviews will be held on Thursday 20th May at Sulgrave Manor.

Salary: £8.75 per hour