**JOB DESCRIPTION**

## **Job Title:**

Multi-Site Cleaner

## **Reports to:**

Facilities Manager

**Hours:**

Various available

**Salary:**

Up to £10.42 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.**