

Cleaner – Job Description

Part-time Permanent

Job Title:	Cleaner (part-time)
Reporting to:	Chief Operating Officer
Responsible for:	Volunteers
Working with:	All members of the team
Working days/hours:	Average 17.5 hours per week including Mondays and alternate Tuesdays and weekends
Salary:	£11.44 per hour (national minimum wage)

Purpose

To clean the museum premises, ensuring high standards of cleanliness and safety in public areas and non-public areas.

Main duties and responsibilities

You are required to undertake the duties as set out below, which may be varied according to circumstances by the Chief Operating Officer (COO) who will discuss routines with you:

1. Daily check and clean all toilets used by public and staff. Clean sinks, toilets and floors with appropriate frequency and, when necessary, the walls and cubicles. Check stocks of toilet rolls, paper towels and hand soap, and empty bins.
2. Clean floors in all public areas where appropriate, including galleries and meetings room, ensuring appropriate measures are taken for the safety of staff and visitors.
3. Clean outside of glass showcases, ensuring that cleaning methods and materials used are appropriate to the museum environment, and report anything requiring attention inside cases.
4. Throughout the museum, check walls and ceilings for cobwebs and ensure all surfaces are regularly dusted.

5. Regularly clean high touch items in public and non-public areas such as bannisters, door handles, seating, and check hand sanitising units.
6. Vacuum and clean offices regularly.
7. Keep external areas, including notice boards, clean as necessary.
8. Laundry – responsibility for the washing of hand towels, costumes and tea towels using the museum washing machine.
9. Rubbish bins – empty bins in offices and reception area and put out all bins as per the waste collection schedule.
10. Museum Hall and Studio spaces- If there are lectures and events you will ensure the Hall/Studio is kept tidy and help to ensure it is set up appropriately.
11. Gallery lights/general maintenance issues – assist with the monitoring of lights and other maintenance issues in galleries. Let duty officer and COO know about any issues.
12. Ensure that cleaning and sanitary supplies do not run out and prepare items for collection by contractors. Notify COO in good time when cleaning materials, toilet paper and hand towels need to be re-ordered.
13. Wyndham House – maintain stocks of toilet rolls and hand towels.
14. Ensure that all cleaning is done to the highest standards, and that attention is paid to health and safety requirements at all times.
15. Act as Fire Marshall throughout shifts – this requires the cleaner remain on site from 9am to 5pm.
16. Be aware of and comply with all decisions, policies and standing orders of the museum and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.
17. Assist generally with the public service of the museum, including answering enquiries from members of the public.
18. Participate in training and development as may be required from time to time commensurate with the level of the post.
19. Undertake other such analogous duties as may be allocated by the Director or his representative.

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Person Specification

E = Essential D = Desirable

General Attributes	Specific Criteria	Essential / Desirable
Relevant Experience	Experience of having worked or volunteered in a museum.	D
	Experience of having been a cleaner.	D
Education/Qualifications	GCSE + A levels or equivalent.	D
Aptitudes/Abilities	Good eye for detail.	E
	Completer/finisher – starts a task and sees it through to the end.	E
	Evidence of a flexible approach to work.	E
	An ability to work independently and with colleagues.	E
	Good organisational skills, ability to multi-task and prioritise.	E
	Ability to be proactive and respond to new situations as they arise.	E
	Strong personal integrity	E
Knowledge	Knowledge of health and safety issues working in a public building.	E
	Effective use of cleaning products on floors and glass cases.	D
Attitude/Motivation	People person with a friendly and approachable manner.	E
	Willingness to undertake training.	E
	Empathy and interest in the museum and its work and purposes.	E
	An understanding and commitment to Equality and Diversity.	E

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Conditions of Service

1	Salary	£11.44 per hour
2	Commencement	As soon as possible
3	Contract	Permanent
4	Hours	Flexible, averaging 17.5 hours per week including alternate weekends. Typically, alternate weeks Mon/Tues and Mon/Sat/Sun, 9am to 5pm with a 1-hour unpaid lunch break, plus additional cover for holiday and sick leave.
5	Location	Salisbury, Wiltshire.
6	Leave	21 days rising to 25 days (pro rata) after five years' Employment in addition to Bank and Public Holidays. The leave year runs from the month of commencement of employment.
7	Probation	There will be an initial probationary period of three months during which time the successful candidate and the museum will establish their suitability to each other. The museum reserves the right to extend the probationary period to six months.
8	Pension	The museum can arrange access to a pension scheme with the National Employment Savings Trust.
9	Termination	The appointment may be terminated by either side upon one month's notice.
10	Mileage allowance	Authorised car journeys will be reimbursed at the appropriate rate paid by the Wiltshire Council.
11	Sick pay	Normal pay will be paid up to 4 weeks in any period of 12 months provided medical certificates are provided where appropriate and Statutory Sick Pay provisions will apply.
12	Medical fitness	Appointment is subject to satisfactory medical fitness. A confidential questionnaire on medical history will be required before appointment is finally confirmed.

- 13 Qualifications Evidence of qualifications (if necessary) will be required of the successful candidate.

How to Apply

To apply for this role, please complete the [General Museum Job Application Form](#) and the [Equal Opportunities Monitoring Form](#) and return them by email to lucybridal@salisburymuseum.org.uk .

If you have any questions about the role, please email lucybridal@salisburymuseum.org.uk and mark the subject of your email 'Recruitment – Cleaner'.