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**Job Title: Cleaner**

**Responsible to:** Facilities Manager

**Hours of work:** 13 Hours per week, Sunday to Saturday

**Salary:** £22,727.04 pro rata £7985.18

**Contract:** Permanent

**Place of work:** The Bowes Museum

**Organisational Relationships**

* Reporting to the Facilities Manager. (Part of the wider Operations team under The Operations Manager)
* Working alongside staff, trustees, stakeholders, volunteers and Friends of the Bowes Museum

**Main purpose of the role**

To support and provide a high standard of cleaning and care throughout the museum spaces helping maintain an excellent standard of cleanliness and presentation for our visitors. The role will involve daily cleaning tasks, housekeeping duties and deep cleans throughout the museum.

**The Person**

We are seeking an enthusiastic self-motivated person with an eye for detail, that is passionate about helping maintain one the region’s foremost attractions for our visitors to enjoy. We want every visitor to have an amazing day out and the standards of presentation we set are very important.

As a member of one of the wider museum team, you will be a strong advocate in demonstrating the museum’s values and behaviours.

**Inclusion and Diversity**

We believe that diversity and equality within our workforce, programmes and approaches is crucial to our mission of being inclusive and relevant to our communities. We want everyone to feel welcome. We, therefore, particularly welcome applications from candidates under-represented at The Bowes Museum and within the heritage sector, including Global Majority candidates and/or candidates with disabilities.

**Main duties and responsibilities**

* To carry out daily cleaning duties for the museum opening, in galleries and public toilets to our set standard.
* Maintain staff areas such as, offices, breakroom, kitchens and toilets to our set standard.
* Liaise with the Operations Team and Collections Team to report defects and feedback on the schedule.
* To use the equipment and cleaning agents as instructed.
* Annual deep cleans of key museum areas.
* Monitoring and replenishing stocks.
* Taking accountability for overall museum cleanliness and presentation
* To uphold Health & Safety regulations and requirements in the workplace, including fire drills, risk assessments and COSHH.
* To work weekends and public holidays on a rota basis.
* Represent the Museum in everything you do. Communicate with visitors about process.
* To undergo any training required, to carry out any of the roles described in this job description, competently and safely.
* To work in line within the museums environmental and sustainability policies at all time.
* To work in a manner that actively supports the museums values and behaviours.
* To carry out other tasks of a cleaning or general nature that would normally be expected of someone in this position. In addition to any other duties deemed necessary by your line manager.

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| **KNOWLEDGE, SKILLS AND QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Previous experience of cleaning. |  |  |
| Awareness of and the ability to deliver excellent cleaning standards and have an eye for detail. |  |  |
| Ability to work under pressure and to manage time effectively. |  |  |
| Able to work independently and as part of a team. |  |  |
| Willingness to undertake training as and when required. |  |  |
| Experience working with a cultural sector, working with objects.  |  |  |
| The ability to work with minimal supervision, use initiative and make decisions. |  |  |
| The ability to work some weekends and Bank Holidays  |  |  |
| Good interpersonal and organisational skills |  |  |

Reviewed SL: Dec 23