

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Weekend Cleaner (Possible Job Share) – Fixed Term Contract

**Responsible to:** Operations Manager

**Person Specification:** A guest-focused individual with good practical skills and experience of cleaning in a professional environment. Physically able to perform the duties required. Reliable and able to work independently and unsupervised with a 'can do attitude.' The post holder must be flexible with regard to their working hours and possess good team working and communication skills.

**Responsibilities:** To provide weekend, bank holiday and weekday holiday cover during the season with the ongoing requirement to maintain the cleanliness and appearance of the site and buildings with the aim of providing a clean and hygienic guest attraction and workplace.

**Hours of Work:** Up to a maximum of 15 hours per weekend. Bank holidays and weekday holiday cover up to 7.5 hours per day, excluding 30 minute unpaid lunch break, for the summer season until early November.

**Hourly Rate:** £6.00

### **Principal Activities:**

1. To carryout daily cleaning program of all washroom facilities onsite, including sweeping and washing all floors, clean sinks, clean toilets and urinals, toilet seats, windowsills, emptying waste bins, nappy bins, replenish hand sanitizer and soap dispenser units.
2. To ensure all toilet tissue, hand towel, soap, air freshener and urinal chemical dispensers are full enough to last until the next working day or inspection period covered by the position.
3. To clean, dust, wash and polish floors for all function rooms as dictated by room bookings as advised by the Operations Manager
4. To clean, dust, empty bins etc in the administration offices & workshop.
5. To maintain cleaning program of all attraction buildings in rotation as time allows, including washing/hovering floors, removal off all cobwebs where reachable, cleaning of display cabinets, polishing of brass plaques and signs.
6. Maintain adequate stock of cleaning products, dispenser refills, bin liners, cleaning utensils etc and advise Operations Manager of any shortages for re-ordering.
7. To report any problems, breakages etc as soon as identified.
8. To undertake litter picking around the entire site.

### **Mandatory Activities**

1. To adhere to the appropriate Health and Safety procedures and standards of staff behaviour and dress as stipulated by the Company's management.
2. To undertake any other duties as required by the Company with a view to improving its services to the guest.