

Job Title:	Museum Cleaner	Role Profile Number:	CEN71
Grade/s:	Grade J	Insert Date Prepared: November 2021	
Directorate/Group:	Swindon Museums Service – Economy & Development	Reporting to:	Visitor Experience Officers

Job Purpose

As directed by the Visitor Experience Officers, to ensure that STEAM always meets the highest standards of cleanliness and tidiness, to ensure that all of our customers (general, corporate, events and learning) experience the highest standards of visitor comfort at all times.

Key Accountabilities

- Ensure our customers experience safe, hygienic, secure and comfortable environments', you will maintain high standards of presentation and ensure the safety and security of the STEAM collections and assets.
- Ensure all areas of STEAM are cleaned according to the agreed rota / schedule or as directed by the Visitor Experience Officers.
- To advise the Visitor Experience Officers of cleaning stock levels to ensure that essential stock does not run out.
- To ensure that housekeeping equipment remains in good order, advising the Visitor Experience Officers of any issues.
- To comply with all health and safety procedures and to be aware of COSHH in relation to cleaning products.

Supplementary Accountabilities

- Work targeted hours undertaking weekend and evening duties and when required work Bank Holidays. Work streams will include corporate hospitality, events and other activities as required by the Museum's year-round programme.

- As directed by the Visitor Experience Officers, to assist where necessary with set-up and take down of corporate events.
- As directed by the Visitor Experience Manager or Visitor Experience Officers, to undertake museum cleaning work at other Swindon Museums Service venues, including Lydiard House Museum, Swindon Museum & Art Gallery and off-site stores.

Knowledge & Experience

- Able to demonstrate a knowledge of cleaning and the importance of a clean and tidy environment for museum visitors
- Able to demonstrate an awareness of relevant health and safety and of COSHH.
- Good verbal communication skills.

Qualifications

- Manual Handling or a willingness to undertake training
- H&S / COSHH or a willingness to undertake training

Decision Making

- Day-to-day decision making around operational needs related to cleaning.

Creativity and Innovation

- Ability to work on own initiative, and find creative solutions to cleaning issues.

Job Scope

<p><u>Number and types of jobs managed</u></p> <p>None</p> <p><u>Typical tasks supervised/allocated to others</u></p> <p>None</p>	<p><u>Budget Holder Responsibility</u></p> <p><u>Asset Responsibility</u></p>	<p>No</p> <p>No</p>
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Contacts and Relationships

- Is expected to be able to demonstrate excellent communication with a range of the full range of Swindon Museums Service clients and customers and other Swindon Museums Service team members, Volunteers and Friends.

Other Key Features of the role

- Work targeted hours undertaking weekend and evening duties and when required work Bank Holidays. Work streams will include corporate hospitality, events and other activities as required by the Museums' year-round programme.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work.
- You must also co-operate with the Council to enable it to comply with its statutory duties for Health and Safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your Manager of any hazardous situations or risks of which you are aware.

Employee Signature:	Print Name:
Date:	
Line Managers signature:	Print Name:
Date:	