



Cleaner

Job Description

Remit:	Clean Timespan's building with additional Covid-Secure protocol
Reporting to:	Front of House Line Manager
Salary:	£8.75 per hour
Hours:	Flexible weekend hours
Contract:	Permanent
Location:	Timespan, Helmsdale

Main Responsibilities of the Post

- Provide a high quality cleaning service in Timespan's building
- Tasks include vacuuming, mopping, dusting, emptying bins, polishing surfaces, steam cleaning and sanitising.
 - Dust/polish all surfaces including equipment in the upper and lower foyer, museum, archive workshop, and gallery, including all exhibition spaces, stores, corridors, staircases and toilets. Vacuum and steam clean carpets.
 - In the toilets clean each toilet, wipe and sanitise all surfaces, weep and mop the floors, clean sinks, taps, draining board and basins
- Notify administration when materials are running low so that they can be ordered centrally
- Quality control in regards hygiene and safety in the workplace and in line with Timespan's Environmental Policy
- Attending team meetings and other meetings, both internally and externally, as necessary;
- Taking reasonable care for the health and safety of self and others in the workplace in accordance with the Health and Safety at Work Act 1974

Experience

Essential:

- Previous experience of cleaning, including the use of chemicals and using cleaning machinery safely
- Demonstrated reliability

time span

Support:

The training and development plan tailored to the individual's needs is updated as part of the annual appraisal. Timespan offers additional support and training opportunities on a regular basis.

Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.