

Cleaner

We are looking to recruit new cleaners at Nottingham Castle Trust. You will be working as part of a team cleaning various areas of the museum on a daily basis according to a cleaning rota.

Cleaners will receive training in all areas to ensure that the team has a good working knowledge of each area of the building.

Hours: Shifts will be from 7am-10am daily including weekends on rota basis. Plus afternoon shifts 1-4pm. We have a number of roles offering 15-30hrs per week.

To apply, please send a covering letter and cv to recruitment@nottinghamcastle.org.uk

We will be interviewing fortnightly on a rolling programme and will close the role once the vacancies are filled. You are therefore advised to apply as soon as possible. If you do not hear from us within fourteen days of applying, please assume that in this instance you have been unsuccessful.

Salary: £17,375 (£8.91 per hour) if 20 or above; NMW if under 20; per annum, pro rata

Nottingham Castle Trust are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Trust look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience and qualifications. Nottingham Castle Trust are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Start date – ASAP

Reports to: Senior Cleaner Team Leader

Responsible for: Cleaning of Nottingham Castle Museums and Art Gallery, and other buildings

Purpose of Role

To maintain & ensure a high standard of cleanliness for Nottingham Castle Trust in all public & staff areas. This is in respect to service, hygiene & H&S standards.

Key Responsibilities

- Working as part of a team cleaning various areas of the museum on a daily basis as per a cleaning rota. Cleaners will receive training in all areas to ensure that all the team have a good working knowledge of each area of the building.
- Completing a cleaning check sheet on a daily basis to ensure all areas are covered and standards met. Daily cleaning of the public galleries. Taking care and attention to ensure appropriate signage is correctly displayed.
- Maintain all washroom facilities throughout the Castle to a high standard, to include sinks, toilets & urinals; tiles & mirrors; replenishing toilet rolls when required & emptying bins.

- Ensure that all staff office areas are dusted & vacuumed daily. Waste bins emptied and disposed of in the designated external bins. Staff kitchens & rest facilities are cleaned daily, wiping down work surfaces, sinks & drainers with appropriate cleaning products.
- To maintain the upkeep of the external bins store area and immediate external perimeters of the building as required.
- Deep cleans of areas as and when required using electrical equipment such as buffing machines, scrubber drier machines, for which training will be provided.
- Prompt wiping up of any leaks or spillages with display of appropriate signage to prevent any slips, trips or falls. All leaks are immediately reported to the On Duty Manager.
- Use of cleaning materials appropriately, as instructed and economically. Informing your supervisor when stocks are low.
- Monitor and develop own performance participate in regular reviews, receive feedback and undertake relevant training where appropriate.
- Input into the annual budget setting process, ensuring costs are spent within allocated spending levels and in relation to annual budget and monthly review of actual expenditure and current year forecasts, risks and opportunities as appropriate.
- Input into policies and procedures within remit of the Facilities function.
- Work collaboratively with volunteers, work experience, placement participants and other members of staff; working together as a team to achieve Nottingham Castle's vision.

Accountabilities

- Maintaining and raising standards with the support & monitoring of the Facilities and Maintenance Manager
- To report damage to the premises or facilities upon first indication to the Facilities and Maintenance Manager
- To comply with the museums security & fire safety policy's, notifying the Facilities and Maintenance manager of any breaches of security. Training on fire evacuation & Building security will be provided. To attend fire drills & any related training
- Operate in line with the Trust's health and safety /COSHH guidelines ensuring that all cleaning products are used appropriately and are returned to the secured cleaning stores.
- Ensure correct (PPE) Personal Protective equipment worn / used before beginning any tasks Reporting any damaged PPE, equipment or materials to the cleaning supervisor as soon as they have been identified.
- Willingness to carry out any other duties as assigned by the Facilities and Maintenance Manager
- Be aware of all NCT policies and procedures and ensure that these are adhered to by themselves and their team.

Knowledge required

- Familiarity with cleaning equipment and tasks.
- Familiarity with recycling & basic recycling requirements
- An understanding of COSHH and Health & Safety regulations

Experience

- Previous work experience in a similar cleaning / facilities operative role

- Experience of working in a museum, gallery, or a heritage building and/or site
- Experience of operating cleaning machinery
- Experience of working in areas where the general public are present

Skills

- Must be capable to work both unsupervised & as part of a team
- Good communication & listening skills
- Ability to manage time effectively to complete tasks to a high standard
- Enthusiastic approach to training to progress skills and abilities
- Enthusiasm for the Trust's aims and its independence, and an interest in all areas of the Trust's work
- Integrity
- Ability to work effectively with colleagues and support a working environment which attracts and retains talent
- Ability to work flexibly, including working on bank holidays and weekends when required.