

# CULTURE PERTH & KINROSS

## Job Profile

<b>Job Title:</b>	Venues Cleaning Assistant
<b>Section:</b>	Operations Team
<b>Grade &amp; Salary:</b>	GE3, SCP 5027 (£24,382.90 per annum pro rata)
<b>Location:</b>	Perth Museum
<b>Reports to:</b>	General Manager
<b>Responsible for:</b>	N/A

### Job Purpose

- To undertake the cleaning of toilets throughout the Museum prior to daily opening, clean main entrance vennel, stairwells and other areas as directed to ensure they are kept in a clean and hygienic condition.
- To dispose of any waste - emptying bins and ensuring materials are recycled appropriately.
- Carry out vacuuming of staff room and conference room and other common areas as directed.

### Main Accountabilities

- Carry out cleaning of designated areas, which will include:
  - Washing
  - Sweeping
  - Vacuum cleaning
  - Cleaning of fixtures and fittings
  - Emptying litter bins and disposing of waste
- Replenish supplies in toilets, ensuring facilities are clean.
- Use cleaning machines, vacuum, floor buffer, carpet shampoo machines, and steam mops as directed.
- Ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary.
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
- Carry out deep cleans at specific times of the year.
- Comply with standards and statutory hygiene regulations.
- Deliver high levels of customer service.
- Complete any daily tasks as required.

### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post.

This post will require some flexibility from the successful candidate to help meet the needs of the service.

## **Job Specific Requirements**

All posts within Culture Perth and Kinross are subject to a Basic Disclosure check.

<b>Knowledge &amp; Experience</b>
<b>Essential</b> <ul style="list-style-type: none"><li>➤ Ability to manage time effectively.</li><li>➤ Previous experience of working in a cleaning role.</li><li>➤ Experience of working with others as part of a team.</li></ul>
<b>Desirable</b> <ul style="list-style-type: none"><li>➤ Experience of using cleaning machines – floor buffers, scrubbers.</li></ul>
<b>Customer Care</b>
<ul style="list-style-type: none"><li>➤ Deliver great customer service.</li></ul>
<b>Health &amp; Safety</b>
<ul style="list-style-type: none"><li>➤ Good knowledge of health and safety practices in the workplace.</li><li>➤ Able to cope with the demands of the job including lifting, carrying, and working on a variety of tasks using a range of equipment.</li><li>➤ Comply with all COSHH regulations relevant to cleaning materials.</li><li>➤ Able to attend on a regular basis.</li></ul>
<b>Equality &amp; Dignity at Work</b>
<ul style="list-style-type: none"><li>➤ Be able to treat staff, colleagues, and stakeholders in accordance with Culture Perth &amp; Kinross' policies on equalities and dignity at work.</li></ul>
<b>Communications</b>
<ul style="list-style-type: none"><li>➤ Good verbal communication skills are required.</li></ul>
<b>Flexibility</b>
<ul style="list-style-type: none"><li>➤ Willing to support the team during periods of colleague holidays, sickness etc.</li></ul>
<b>Quality</b>
<ul style="list-style-type: none"><li>➤ Capable of producing consistently high standards of cleaning.</li></ul>
<b>Team Working</b>
<ul style="list-style-type: none"><li>➤ Ability to work as part of a team.</li></ul>
<b>Decision Making &amp; Problem Solving</b>
<ul style="list-style-type: none"><li>➤ Ability to resolve problems independently or report upwards as appropriate.</li></ul>