

Job Title: Cleaner

Employer: de Havilland Aircraft Museum

Accountable to: General Manager/Operations Manager

Salary: £11.50 an hour

Hours: 4 hours per week (2 x 2hrs) including morning, daytime, evening & weekend work

Main Place of work: de Havilland Aircraft Museum

We are looking for someone who can live and breathe our values; to work in partnership, deliver quality, adapt, be positive and be inclusive. You will be proactive and able to work with colleagues and volunteers to deliver amazing services.

Purposes of the Job:

The role of the Cleaner is to provide a comprehensive cleaning service at the de Havilland Aircraft Museum, Salisbury Hall, London Colney, St Albans AL2 1BU, which is managed by the charity that owns and runs the museum.

The successful applicant may be required to open and close the museum for occasional hirers as required both during the week and at weekends.

Ensure that Health & Safety issues and requirements are strictly adhered to.

To inspect the interior & exterior of the buildings for general cleanliness on a daily basis.

A weekly check must also be conducted for any defects & malfunctioning equipment.

Make good any defects where appropriate or report to the Manager as soon as possible so that repairs can be arranged.

The Cleaner must be able to manage their time effectively familiarising themselves with weekly work logs and plan duties around building user requirements

To deal with any other matter which would facilitate the smooth running of the community centres, or as may reasonably be required by the Manager

Responsibilities:

Cleaning & Servicing:

- a) To clean and service on a regular, planned, basis and to a high standard, the facilities and floors of the hangars and buildings managed by de Havilland Aircraft Museum as specified in the attached Schedule
- b) To ensure that the building remains tidy and that all furniture and equipment is appropriately stored after use.
- c) To monitor stocks of cleaning supplies and other consumables and to advise the general manager to ensure that they are replenished in good time.
- d) To organise and receive deliveries or collections from contractors and suppliers, e.g. cleaning supplies and equipment for functions.

Setting-up:

- a) To assist with (as appropriate) the setting out and subsequent removal and securing after use, of chairs, tables and other equipment provided in the centres.

Maintenance:

- a) To ensure that the Operations Manager is promptly informed of any new maintenance issues.

Training:

- a) To attend training courses and complete all the appropriate Health & Safety requirements for the role.

Person specification:

	Essential	Desirable	How assessed*
Values and Personal Attributes			
1.1 Ability to implement our values in all aspects of work. These are a) Work in partnership, b) Deliver quality, c) Adaptable, d) Be positive and e) Be inclusive	✓		AF/INT/R
1.2 Ability to work with a diverse range of people and organisations and be an effective communicator	✓		AF/INT/R
1.3 Ability to work flexibly and effectively as part of a team - and on own initiative	✓		AF/INT/R
Skills and knowledge			
2.1 Awareness of and the ability to use information and communications technology		✓	AF/INT/R
2.2 Knowledge and experience of health and safety good practice and legislation	✓		AF/INT
2.3 Knowledge of the requirements of the needs of people with disabilities		✓	AF/INT/R
Experience			
3.1 Working knowledge of cleaning machinery, equipment and tools - and their operation/service requirements	✓		AF/INT/AT/R
3.2 When to order cleaning consumables and materials	✓		AF/INT/R
3.3 Ability to prioritise and manage time to meet museum requirements	✓		AF/INT/R
3.4 Good personal organisation and ability to handle more than one project at a time.	✓		AF/INT/R
Other Requirements			
4.1 Flexible approach to working hours. Able and willing to work occasional evenings/weekends	✓		AF/INT
4.2 Ability to travel to and from the museum location	✓		AF/INT
4.3 Assist with emergency situations		✓	AF/INT

* KEY to how skills are assessed

AF = Application Form INT = Interview

R = References

AT = Assessment/Task Exercise

Cleaning Specification for De Havilland Aircraft Museum.

Areas to be cleaned:

Outside Toilet Block

- Disabled Toilet x 1
- Ladies Toilet x 2 and changing table
- Mens Toilet x 1 and 3 urinals
- Lobby area
- Cleaning cupboard

Aeroshop

- Kitchen
- Cafe area
- Shop

New Hangar Ground Floor

- Disabled Toilet ground floor
- Ladies Toilet x 3
- Mens Toilet x 1 and 2 urinals

New Hangar First Floor

- Stairwell/ Staircase
- Wet Room
- Disabled Toilet x 1
- Corridor
- Office (small room)
- Learning Centre (large room)
- Meeting Room x 2 (small rooms)
- Kitchen
- Mezzanine Floor