



Custom House, 31 Commercial Road, Back Badge Square, Gloucester, GL1 2HE

### Museum Cleaner - Job Description

Job title	Museum Cleaner
Division or department	Soldiers of Gloucestershire Museum
Location	Custom House, Gloucester Docks
Responsible to	Museum Director

This job description provides an outline of the duties and responsibilities of the role and the necessary skills and knowledge required to perform them as at the date it was created. Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, age, pregnancy and maternity, disability or trade union membership status. By applying for this role, the candidate accepts that over time this job description may be subject to change as the candidate's duties and job evolves.

**Job purpose:** Employed by the Board of Trustees, reporting to the Museum Director, the Museum Cleaner will ensure that all aspects of the museum site are cleaned to the highest standards.

#### Main responsibilities and duties

1. Clean all toilets, museum galleries, and offices daily to a high standard
2. Empty all bins and clear litter in all areas mentioned above
3. Check the site daily, to ensure standards of cleanliness are maintained
4. Report damage or any other problems that could be detrimental to visitors' enjoyment of the museum, or have health and safety implications
5. To undertake training where necessary

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and required by the Museum Director to meet the overall business objectives of the organisation

#### Required knowledge and skills

##### Essential

1. Experience in a similar role
2. Strong interpersonal and communication skills
3. High standards of work

4. Positive, can-do attitude with a pro-active approach
5. Ability to work as part of a team
6. Ability to work on own initiative

**Desirable**

1. Understanding or appreciation for museum collections care

**Qualifications**

None essential

Job Description approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signed: \_\_\_\_\_ Date: \_\_\_\_\_