

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Cleaner	JEID	E0050
Salary Grade:	A		
Team:	Heritage & Culture Warwickshire (HCW)		
Service Area:	Heritage & Environment		
Primary Location:	Market Hall Museum, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Visitor Services Supervisor		
Responsible for:	N/A		

#### Role Purpose

To maintain excellent standards of cleanliness within the museum galleries, toilets, shop and café areas.  
To assist in maintaining a clean back office working environment for staff and volunteers.

#### Role Responsibilities

To clean the museum galleries, public & staff toilets, staircase, shop and café, maintaining a very high standard of cleanliness and presentation, vacuuming, washing, dusting, sweeping and polishing, as necessary and as required.

To assist in cleaning the staff and volunteer areas as required including the staff toilet.

To be aware of Health and Safety requirements for handling cleaning materials and to keep the workplace safe and tidy at all times.

To maintain stock levels of cleaning materials, and advise as necessary for re-ordering.

To unlock and lock the museum premises as required and without supervision when access is required.

To provide occasional cover for other Cleaners in any of the HCW sites in Warwick.

To undertake any other duties as required, commensurate with the grade of the post.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Experience or carrying out cleaning duties in public and staff areas.	A/I
Health and Safety Awareness in a public environment and in the workplace.	A/I
A methodical and sensible approach to work.	A/I
Ability to take sole responsibility for locking and unlocking buildings including operating intruder alarms when lone working.	A/I
Ability to work without constant supervision.	A/I
Ability to demonstrate that you are honest, reliable and trustworthy.	A/I
Flexibility to work additional hours if required for cover.	A/I

### Desirable Criteria

Assessed By:

Experience of working in a retail or café environment.	A/I
Experience of working in a heritage environment.	A/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	Working with relevant cleaning equipment including floor polisher, vacuum, steam mop.