



**SUSSEX
PAST**

Sussex Archaeological Society

Job Description

Job Title	Weekend Cleaner
Location	Fishbourne Roman Palace
Reports to	Property Manager
Reporting to Post Holder	None
Main Purpose of the Job	To undertake the cleaning of public and staff areas at the Roman Palace outside of opening hours (either 7am to 10am or 5pm to 8pm) on Saturdays and Sundays.

Accountabilities

1. Maintain high standards of cleanliness in all public and staff areas.
2. Follow safe working practices with regard to use of cleaning chemicals and warning signs, and with regard to lone working.
3. Follow security procedures with regard to ensuring doors are locked and alarms are set.

Key Tasks

Sweep and mop hard floors on a regular basis and when dirty

Vacuum carpeted areas on a regular basis and when dirty

Clean sinks, toilets and urinals in visitor and office areas on a daily basis

Clean kitchen areas on a daily basis

Empty rubbish bins on a daily basis

Replenish toilet roll, soap, hand towels etc on a daily basis

Dust and polish surfaces and remove cobwebs as required

Clean Education Rooms as required

This job description sets out the accountabilities of the post at the time when it was drawn up. Such accountabilities may vary from time to time without changing the general character of the accountabilities or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or pay of the post.

Person Specification

Cleaner

Criteria	Competency	Essential	Desirable
Key abilities and skills	Ability to work alone.	√	
	High standards of cleanliness and excellent attention to detail.	√	
	Very reliable and trustworthy.	√	
Education & Qualifications	Level 2 literacy and numeracy skills		√
Knowledge & Experience	Experience of cleaning in a similar working environment	√	
	Understanding of health & safety considerations relating to the role	√	

The role requires a degree of physical work – bending, stretching and lifting cleaning equipment, including up and down steps.

The role is for a weekend cleaner to clean staff & public areas outside of opening hours.

There is some flexibility in the hours. It is expected each shift is at least 3 hours, and is outside of opening hours, such as 7am-10am or 5pm-8pm.

May 2022