

October 2021

Thank you for your interest in the post of General Cleaner. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to: [HRMailbox@westdean.ac.uk](mailto:HRMailbox@westdean.ac.uk)

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within 2 weeks of your application, please assume that your application has been unsuccessful on this occasion.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

#### **Inclusivity & Diversity Statement**

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.



## JOB DESCRIPTION

<b>JOB TITLE</b>	General Cleaner
<b>DEPARTMENT/DIVISION</b>	Estates / Residential Services / Housekeeping
<b>REPORTING TO</b>	House Manager / Housekeeping Supervisor
<b>MAIN PURPOSE OF JOB</b>	To ensure that the Foundations premises, property and contents are kept in a clean and orderly condition to meet customer expectation.

### GENERAL DUTIES & RESPONSIBILITIES

#### Cleaning

- 1 Undertake internal and external cleaning, including courtyards, offices and toilets according to an agreed schedule.
- 2 Liaise with the Housekeeping Supervisor in respect of the provision of cleaning materials and equipment.
- 3 Undertake window cleaning using appropriate ladders and equipment in line with Health & Safety guidelines.
- 4 Keep all internal and external signage clean and in good order.
- 5 In liaison with the Housekeeping Supervisor assist with housekeeping duties if required.
- 6 Clear dirty items of crockery from rooms as required.
- 7 Restock all cleaning cupboards and assist with deliveries of cleaning supplies.
- 8 Ensure all work is carried out to the standards set out in the Operating Procedures.
- 9 Be able to work on own initiative and also provide support to other members of the Housekeeping Team.

### **Maintenance and Repair**

- 1 Ensure that all equipment is in good working order and report any problems to the Housekeeping Supervisor.
- 2 Report any damage to the fabric of the building to the Housekeeping Supervisor.

### **Health and Safety**

- 1 Ensure that appropriate standards in respect of Health and Safety are maintained.
- 2 Attend Health and Safety briefings and training as required.
- 3 Ensure Fire Exits and designated escape routes are kept clear of equipment and operational at all times.

### **Security**

- 1 Ensure the highest level of security with regard both to Foundation chattels and guests' belongings.
- 2 Maintain strict control and security of keys.
- 3 Ensure that all doors to unoccupied rooms are kept locked.

### **Care of State Rooms, Oak Hall, Marble Hall, Tapestry Corridor, Main Staircase and Purple Landing**

- 1 Ensure that the contents of all State Rooms are cared for in accordance with conservation principles and that any damage noted is reported to the Housekeeping Supervisor.
- 2 Ensure that products for the cleaning of floors and other surfaces are in accordance with current conservation and safety practice.
- 3 Ensure that the State Room blinds are left partially closed after cleaning if room is not booked for morning use.
- 4 Attend training in housekeeping and conservation cleaning techniques as required.

### **Pest Control**

1. Notify the Housekeeping Supervisor of any problem areas and ensure that pest control is checked on a regular basis.

2. Ensure external bin areas are kept clean and tidy and notify Housekeeping Supervisor of any issues.

*Any other duties as may be required from time to time.*



**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Knowledge</b>	Experience in a similar position.	Able to operate relevant cleaning equipment.  Knowledge and experience of Health and Safety, particularly COSHH
<b>Skills and Abilities</b>	Excellent customer service and communication skills.  Ability to work on own initiative and as part of a team.  Excellent cleaning skills with great attention to detail.  Ability to follow procedures and effectively manage tasks.  Ability to positively respond to feedback to support continuous improvement.  Physically able to do prolonged standing, walking and undertake medium lifting (GOR).	
<b>Qualifications</b>		NVQ Level 1 Literacy and Numeracy



		City and Guilds/NVQ L1 / L2 qualification in Housekeeping (or similar)
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## GENERAL CLEANER

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties:	As attached job description
Salary:	£16,621.61 per annum (£9.13 per hour)
Hours:	Full Time: 35 hours per week, straight shifts (shifts are 07:30-15:00 and 11:30-19:00), 5 days over 7 including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, 10 days company sickness, free on-site parking