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**Cleaner**

**Job Description and Person Specification**

Post: Museum Cleaner (fixed term)

Dates: Start date as soon as possible.

 Paid induction 1.5 hours to be arranged.

End date: 23rd December 2022

Location: Ripon Museum Trust, Ripon, North Yorkshire

Salary: £11.00 per hour

Hours of work: 5 hours per week to be worked 1 hour per day, Monday to Friday, before

 10am or after 4pm

Responsible to: Volunteer and Operations Manager

**Job Description – Job purpose, duties and responsibilities**

We have an exciting opportunity for a Cleaner to join the dedicated team at Ripon Museum Trust on a fixed term temporary contract.

Ripon Museum Trust is seeking a friendly, reliable and efficient person to ensure that the museums are cleaned to the highest standard. We take pride in our visitor offer and are looking for a Museum Cleaner to support this goal by ensuring the museum is a clean, safe and secure environment for all our staff, volunteers and visitors.

Joining us, you will be enthusiastic, committed and punctual. You will have good experience of cleaning in a commercial or domestic environment and will be used to working to high standards.

Duties include all aspects of cleaning such as sweeping, mopping, dusting, cleaning of toilets, emptying bins and ensuring museum standards are met. There may be some occasional lifting of moderate loads including cleaning equipment and furniture.

We are focused on excellent cleaning standards especially in light of the ongoing Covid-19 pandemic. Appropriate products and routines will be explained in induction.

The primary base will be The Workhouse Museum site; although some work may be required at our other sites – The Prison and Police Museum and The Courthouse Museum – all within 5 minutes’ walk of the main site. You will be a keyholder with responsibility for locking and unlocking of buildings. This post will involve lone working.

Sufficient/basic/reasonable ability with written and spoken English is an essential requirement as the post holder will use basic written instructions, cleaning product safety information and cleaning and other risk assessments which are written in English.

Please email a letter of application alongside a CV (optional) outlining your skills, experience and why you would like to work for Ripon Museum Trust. Please note that applicants should have **at least 1 year** commercial or domestic cleaning experience which should be documented in your application along with contact information for two referees.

recruitment@riponmuseums.co.uk

The induction date to be confirmed at time of appointment.

Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

Benefits:

* On-site parking

**Principal Relationships**

**Team**

Volunteer and Operations Manager

Operations Officer

Volunteers

Front of House staff

Members of the public

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| **Person Specification:**  | **Essential** | **Desirable** |
| **Knowledge and Experience** |
| Experience of cleaning in a commercial or domestic environment. At least 1 year proven experience. | **✓** |  |
| Proven ability to work within a team | **✓** |  |
| Experience of working in voluntary organisations |  | **✓** |
| Knowledge of health and safety regulations |  | **✓** |
| Previous experience of cleaning a historical building |  | **✓** |
| **Personal Skills** |
| Ability to embody the values of the Trust (Ambition, Learning, Teamwork, Community) | **🗸** |  |
| Sufficient/basic/reasonable ability with written and spoken English | **✓** |  |
| Able to work in a small team | **✓** |  |
| Presentable appearance, friendly and welcoming approach | **✓** |  |

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