



## Nothe Fort Employee Job Description

### Cleaner

<b>Location</b>	Nothe Fort, Barrack Rd, Weymouth, Dorset, DT4 8UF
<b>Job Purpose</b>	This role will be responsible for undertaking general cleaning duties to ensure the cleanliness, operations and health & safety of Nothe Fort, and maintain the high standards of operations of this historic building.
<b>Line manager</b>	General Manager
<b>Hours</b>	Part-time (27 hours), to be responsible for weekend and Monday (including Bank holidays) cover. Summer hours are 08:30-17:30. Winter days and hours are negotiable. The post holder must have a flexible approach, and be prepared to occasionally put in additional hours as required.
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>- Ensure the premises (both internal and external) are clean and tidy at all times;</li> <li>- Ensure public toilets are clean and presentable at all times;</li> <li>- Carry out porterage activities;</li> <li>- To ensure walkways remain clear and free of debris;</li> <li>- Tackle heavy cleaning jobs upon request;</li> <li>- Ensure that security devices related to your duties are fully maintained and operational;</li> <li>- Ensure all safety equipment, procedures and devices related to your duties are in place and fully maintained;</li> <li>- Communicate to facilities manager and facilities team of any repairs required;</li> <li>- Communicate and share appropriate tasks with the Assistant Caretaker and relevant volunteers;</li> <li>- Undertake any other duties as reasonably required.</li> </ul>
<b>Qualifications &amp; Skills</b>	<ul style="list-style-type: none"> <li>- Ability to handle equipment and machinery used in cleaning;</li> <li>- Ability to walk, bend, push, pull and lift repetitively during working hours;</li> <li>- Knowledge of Cleaning chemicals, proper storage and disposal methods;</li> <li>- Excellent communication skills ability to work as a team as well as on their own;</li> <li>- Self-motivation and the ability to identify and complete tasks without direct supervision.</li> </ul>
<b>Date last reviewed</b>	July 2018
<b>Equal opportunities</b>	Weymouth Civic Society is an equal opportunities employer and welcomes employees from all sections of the community.

