



Almond Valley Heritage Trust
Cleaner
Job Reference: VSC-01-2024

Thank you for enquiring about the post of Cleaner with Almond Valley. This is a permanent part time pensionable appointment. The successful candidate will be expected to work weekends and public holidays. Closing date for the post is Midnight Wednesday 14th February 2024. Interviews for the post will be taking place week commencing 26th February 2024.

POST DETAILS

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|---------------|--|
| Salary | National Living Wage (this is currently under review) |
| Location | Almond Valley Heritage Centre |
| Manager | Lisa Daniels |
| Contract | Permanent |
| Working Hours | 21 hours week. Working a shift pattern of 5 out of 7 days. Work hours are usually between 16:30 to 21:00 |
| Start Date | Immediately |

OVERVIEW OF THE POST

To undertake a range of domestic and auxiliary duties keeping Almond Valley Heritage Centre clean and tidy. Working effectively as part of a cleaning team, with responsibility for cleaning and maintaining both public and private areas to a consistently high standard in contribution to the overall visitor/site experience.

INFORMATION ABOUT TEAM

You will form part of the Visitor Operations Team, lead by the Operations Manager. The small dedicated cleaning team is made up of three cleaners, who work in shifts to ensure the cleanliness of the site.

SCOPE OF DUTIES

Cleaning Tasks

- Perform a full clean of the Museum, Office, Tearoom, Toilets, Soft Play and other indoor areas at the end of the night in preparation for the next day.
- Sweep, Mop and Vacuum/Polish all the floors.
- Wiped down/Dust all surfaces.
- Remove waste bins, pick up rubbish.

Site and Personal Presentation

- As and where necessary to wearing the correct uniform, name badge, or PPE.
- Report all instances of damage and wear and tear issues promptly to the Operations Manager
- Working harmony with all other departments

Health and Safety

- To ensure site meets with Health and Safety legislation in liaison with the Operations Manager.
- To comply with necessary Health and Safety guides and procedures

General

- Represent Almond Valley at all times by being smart in appearance and presentable whilst behaving in an appropriate manner in line with our cultural values.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and our policies and procedures.
- Such other reasonable duties as and when required by your Line Manager.
- The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

ABOUT YOU

| | Essential | Desirable |
|------------------------|--|---|
| Experience & Knowledge | <ul style="list-style-type: none">• Experience of working unsupervised | <ul style="list-style-type: none">• Previous experience in working in a similar role• Experience of working with chemicals |
| Skills & Abilities | <ul style="list-style-type: none">• Ability to prioritise tasks and duties• Be a team player• Willingness to take on jobs to balance the team workload | <ul style="list-style-type: none">• Support, encourage and motivate others |
| Personal Qualities | <ul style="list-style-type: none">• Have a keen eye for detail• Maintain excellent time-keeping and attendance.• Be professional at all times.• Flexibility - weekend and evening working• Good interpersonal skills, able to work as part of a team, able to work independently | |

How to apply for this post

You can apply on-line by visiting our website at www.almondvalley.co.uk/about-us/jobs/. Please note that when applying online, we will only be able to see your application once you submit it.

Alternatively your completed application form can be sent by email to jobs@almondvalley.co.uk or by post to Human Resources, Almond Valley Heritage Centre, Millfield, Livingston, West Lothian, EH54 7AR to arrive by 14th February.

For further details on this post contact HR on telephone number 01506 414957 or by email jobs@almondvalley.co.uk

To assist in your application, please take time to read the guidance notes and the Why choose us section on our website