

## JOB DESCRIPTION

|                   |         |                   |        |
|-------------------|---------|-------------------|--------|
| <b>JOB TITLE:</b> | Cleaner | <b>REFERENCE:</b> | CL0826 |
|-------------------|---------|-------------------|--------|

### **OVERALL PURPOSE OF THE ROLE:**

The overall purpose of the role is to work with the Cleaning Team and the wider Brewery Team to make sure all areas of the Brewery Arts Centre building and grounds are clean, tidy and welcoming.

### **MAIN TASKS**

**The role holder is required to:**

1. Undertake general cleaning duties including, but not limited to:
  - Dusting & Polishing
  - Cleaning/Sanitising surfaces
  - Window and door cleaning
  - Cleaning showers, toilets, sinks, urinals etc
  - Vacuuming
  - Mopping floors
  - Sweeping outside areas
  - Floor buffing
  - Emptying bins
2. Use initiative to identify and carry out cleaning which is required.
3. Carry out deep cleans of particular areas.
4. Report any areas, which require maintenance, attention and/or a deep clean.

This list is not exhaustive. The organisation is evolving and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

## PERSON SPECIFICATION

|                   |         |
|-------------------|---------|
| <b>JOB TITLE:</b> | Cleaner |
|-------------------|---------|

We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

| <b>QUALIFICATIONS &amp; WORK EXPERIENCE</b>                                                                                                                       |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| • Cleaning experience                                                                                                                                             | • Essential |
| • Experience of health and safety aspects of working with cleaning products. Training will be provided                                                            | • Desirable |
| <b>SKILLS</b>                                                                                                                                                     |             |
| • Excellent cleaning skills                                                                                                                                       | • Essential |
| • Attention to detail                                                                                                                                             | • Essential |
| • Ability to identify cleaning requirements without being specifically instructed                                                                                 | • Essential |
| <b>PERSONAL QUALITIES</b>                                                                                                                                         |             |
| • Willingness to learn new skills within the framework of the role.                                                                                               | • Essential |
| • Ability to work under pressure, multi-task and work to strict deadlines                                                                                         | • Essential |
| • Ability to work well on own initiative and co-operatively as part of a team                                                                                     | • Essential |
| • Ability to maintain high levels of enthusiasm and reacting to fluctuations in demands by 'stepping up' when busy and being self-motivated during quieter times. | • Essential |
| • Excellent time keeping, conscientious and punctual                                                                                                              | • Essential |
| • A keen eye for detail                                                                                                                                           | • Essential |
| <b>OTHER REQUIREMENTS</b>                                                                                                                                         |             |
| • The role is physically demanding with a need to be able to lift, move objects, bend, reach in order to carry out cleaning tasks.                                | • Essential |
| • Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.                                           | • Essential |
| • Willingness to cover shifts for other members of the cleaning team when absent                                                                                  | • Essential |
| • First aid certificate or willingness to obtain one.                                                                                                             | • Desirable |

## TERMS & CONDITIONS

|                   |         |
|-------------------|---------|
| <b>JOB TITLE:</b> | Cleaner |
|-------------------|---------|

|                                |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract:</b>               | Permanent                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pay:</b>                    | £12.71 per hour                                                                                                                                                                                                                                                                                                                                                           |
| <b>Hours:</b>                  | 20 hours per week<br>Thursday through to Monday from 8am to 12noon<br>Occasional other shifts are required for specific events or festivals.<br>Holiday/sick cover required.                                                                                                                                                                                              |
| <b>Reports to:</b>             | Facilities Manager                                                                                                                                                                                                                                                                                                                                                        |
| <b>Responsible for:</b>        | N/A                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Age Limitation:</b>         | N/A                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Notice Period:</b>          | 4 weeks                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Holiday Entitlement:</b>    | Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service<br>Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.                                                                          |
| <b>Pension:</b>                | The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.                                                                      |
| <b>Discretionary Benefits:</b> | <ul style="list-style-type: none"> <li>• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).</li> <li>• Discount on food in our catering outlets for staff + one.</li> <li>• A parking permit is given to staff to be used while at work.</li> </ul>      |
| <b>Union:</b>                  | An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join. |