

Job Description



Canolfan Darganfod Gwyddoniaeth
Science Discovery Centre

Faculty/Department	North Wales Science
Section	Xplore!
Job Title	Evening Cleaner
Reports to	Centre Manager
Responsible for	
Grade	Real Living Wage

Principal Accountabilities

The evening cleaners are responsible for ensuring high standards of cleanliness are maintained throughout Xplore!'s facilities. This includes the cleaning of the exhibition and workshop areas, toilets, café, walkways, and back of house areas. The postholder will also be responsible for adhering to any health and safety and hygiene standards relevant to the role.

Key Tasks

Cleaning of floors and high-traffic touchpoints within the science discovery centre and back of house staff only areas to ensure high standards of cleanliness throughout.

Cleaning of all toilets and washing areas in order to provide hygienic and clean facilities for customers and staff at all times.

Replenishment, safe storage, and maintenance of cleaning materials and equipment in order to ensure health and safety standards and stock levels are maintained.

Follow the weekly cleaning schedule as set out by line manager to ensure that all aspects of the discovery centre are cleaned on a regular basis.

Respond to ad hoc additional cleaning requirements to ensure that areas of extraordinary need do not remain unclean or untreated for longer than necessary.

Be responsible for locking and alarming the science discovery centre at the end of the working hours.

Report any observations of condition or damage to equipment, exhibits, or building fabric to line manager to assist with the maintenance of high standards throughout all areas of the business.

Special Features

The role will often require a significant amount of physical input and activity; staff may be required to be active for periods of time in order to carry out all aspects of the role.

The role will require the post holder to regularly work unsupervised using their own initiative.

The post holder will be required to work during unsociable hours, however some induction training may necessarily take place outside of the typical working pattern.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing.

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the

job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification



Canolfan Darganfod Gwyddoniaeth
Science Discovery Centre

Job Title:

Evening Cleaner

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent communication skills.	A/I	D
		1.2	Attention to detail.	I	E
		1.3	Ability to use relevant cleaning equipment and methods.	A/I	E
2	General & Specialist Knowledge	2.1	Good understanding of cleaning methods and techniques.	A/I	E
		2.2	Good understanding of the safe storage and use of cleaning chemicals and equipment.	A/I	E
3	Education & Training	3.1	5 GCSE's at grade c or above (or equivalent).	A	D
4	Relevant Experience	4.1	Relevant experience of cleaning roles in similar environments.	A/I	E
		4.2	Experience working within public facing facilities.	I	D
5	Special Requirements	5.1	Ability to be active for long periods of time and to work unsupervised.	I	E
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable