



## **THE GUILDHALL TRUST**

**TITLE:** General Cleaner

**DEPARTMENT:** Operations

**RESPONSIBLE TO:** Venue DM Sharon Paddon

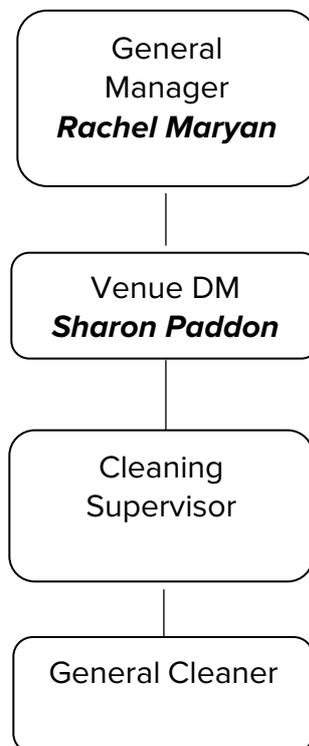
**HOURS:** 15 hours per week (must be able to work weekends and evenings)

**PAY :** National Living wage as per age

### **Purpose of Job**

To maintain the highest standard of cleanliness is achieved throughout the Guildhall. The cleaners work as a flexible team to help us ensure that the quality of Visitor Experience is first-class.

### **Organisation Chart**



**THE GUILDHALL TRUST  
PORTSMOUTH GUILDHALL**

Guildhall Square  
Portsmouth  
Hampshire PO1 2AB

023 93870 200  
[enquiries@portsmouthguildhall.org.uk](mailto:enquiries@portsmouthguildhall.org.uk)

**WWW.PORTSMOUTHGUILDHALL.ORG.UK**



### ***Principal Responsibilities***

1. General Cleaning throughout Portsmouth Guildhall
2. Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard
3. Emptying litter and recycling bins and removing waste to designated areas.
4. Cleaning of toilets, washrooms and shower areas to the required standard.
5. Spray cleaning and scrubbing floors and re-sealing with polish.
6. Using powered equipment where necessary (for example; scrubbing machines, wet pick-up machines, vacuum cleaners, carpet cleaners, steam cleaner) as required. Full training will be provided
7. Cleaning of working surfaces and other furniture as directed
8. Internal and external cleaning of windows
9. Report any defects to Cleaning Supervisor or Facilities Manager to ensure Health & Safety procedures are followed and to enable repairs to be carried out
10. Supporting 'disaster recovery' such as clearing up after flooding and/or any other emergency cleaning as required
11. Being prepared to deal with hazardous spillages, such as vomit, using appropriate equipment
12. Work with colleagues to ensure the smooth-running of the building

### ***General Accountabilities:***

1. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
2. Work in compliance with the Code of Conduct, Regulations and policies of Portsmouth Cultural Trust, and its commitment to equal opportunities.

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3. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

**Other**

The nature of the work undertaken by the post holder will be required to work flexibly to meet the needs of the department and the business. This might include occasional evenings and weekends.

**Location**

The post holder will be located at the Guildhall in Portsmouth

**Person Specification**

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

Essential	Desirable
<ul style="list-style-type: none"> <li>• a flexible approach to working hours</li> <li>• pride in presenting a property to the highest possible standard</li> <li>• good at timekeeping, being punctual and reliable</li> <li>• have good oral communication skills</li> <li>• ability to following directions from a supervisor</li> <li>• ability to meet deadlines</li> <li>• able to move around the building with cleaning equipment</li> <li>• able to lift and or move items weighing up to 25lbs</li> </ul>	<ul style="list-style-type: none"> <li>• experience of cleaning a public building</li> <li>• ability to work additional hours to cover colleagues holidays and leave</li> </ul>



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