

Colchester Arts Centre

Cleaner

Job Description

Responsible to: General Manager
Rate of Pay: £13.28 per hour
Contract: Sickness Cover (Event led hours)

Main purpose

To maintain the cleanliness of all areas at the Arts Centre. This is achieved by performing a variety of cleaning tasks such as sweeping, mopping, dusting, and sanitizing to ensure that the environment is hygienic and presentable.

Main Duties

Duties

- General Cleaning: Sweeping, mopping, vacuuming, dusting, polishing floors/surfaces, and cleaning windows/glass.
- Sanitisation: Cleaning and disinfecting toilets & kitchen.
- Waste Management: Emptying bins, disposing of general rubbish and recycling correctly.
- Supply Management: Replenishing soap, paper towels, toilet rolls, and other consumables.
- Equipment Care: Safely handling, maintaining, and storing cleaning equipment and chemicals, sometimes using specialized machinery.
- Health & Safety: Following all safety regulations (COSHH, risk assessments), wearing PPE, and handling spills/emergencies promptly.
- Reporting: Notifying management of damages, maintenance issues, or low stock.

General

- To act always in the best interest of the Arts Centre.
- To actively contribute to some of the wider policies and objectives of the Arts Centre aims and objectives i.e. green team initiatives
- To adhere to the Arts Centre policies & procedures, including Equalities (including diversity, access, equal opportunities) and Environmental policies.
- Any other duties as reasonably required & agreed with line manager

Person specification

It is **essential** that the Cleaner has the following:

- Ability to follow instructions and safety protocols.
- Attention to detail and ability to work independently or as part of a team.
- Good physical fitness to handle cleaning tasks and equipment.
- Flexibility with working hours (evenings, weekends).

Cleaner Task List

To maintain the cleanliness of all areas at the Arts Centre. This is achieved by performing a variety of cleaning tasks such as sweeping, mopping, dusting, and sanitizing to ensure that the environment is hygienic and presentable.

Cleaning is mostly event driven with the amount of work required dictated by the nature of the show that has been held.

FRONT OF HOUSE

Daily	Weekly or as required
Floor – Vacuum/Sweep/Mop as required Empty Bins Dusting & polishing	Wash cigarette bins

MAIN SPACE

Daily	Weekly or as required
Floor – Vacuum/Sweep/Mop as required Empty Bins (recycle correctly)	Dusting & polishing

TOILETS

Daily	Weekly or as required
Clean Toilets & basins Floor –Sweep/Mop as required Check & replenish consumables (toilet rolls, soap, sanitary products)	Polish Mirrors, clean tiles, taps, soap dispensers, hand dryers

SHOWER ROOM

Daily	Weekly or as required
Clean Toilet & Basins Floor –Sweep/Mop as required Check & replenish consumables (toilet rolls, soap) Take used towels from basket and put in washing machine.	Polish Mirrors, clean tiles, taps, soap dispensers, hand dryers, clean shower drain

OFFICES

Daily	Weekly or as required
Empty Bins	Floor – Vacuum/Sweep/Mop Dusting & polishing

KITCHEN

Daily	Weekly or as required
Empty/fill dishwasher, washing machine & tumble dryer as appropriate Empty Bins Wipe down all surfaces	Floor Sweep/Mop as required Clean microwave Clean hob when used Clean inside fridges Dust

OUTSIDE

Daily	Weekly or as required
	Sweep and dispose of cigarette butts and any litter in immediate area of doors Clean benches Clean tops of external bins