

Cleaner

Job Description

The Tank Museum was founded in 1923 as a teaching resource for soldiers of the newly named Royal Tank Corps; ninety-seven years later the Tank Museum has dramatically transformed from being a training aid for the British Army to a world class 21st century Museum.

Based at Bovington, the home of the tank, the Tank Museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a comprehensive supporting collection of items relating to tanks and the men & women who served in them. Current exhibitions tell the story of the tank from its inception in 1915 up to the British Army's use of armoured fighting vehicles in Afghanistan. The entire collection has designated status.

Over 200,000 people visit the Tank Museum every year. As a Tank Museum cleaner you will play a pivotal role in supporting the operations team. Our cleaners are key to the success of the Tank Museum –keeping our site in tip top condition and ensuring the best visitor experience. Our Cleaners are also integral in supporting the rest of the Tank Museum staff and volunteers by keeping our world class facilities and offices both clean and safe.

ROLE PROFILE

Job Title	Cleaner
Department	Operations
Contract	Part Time – 15 hours per week with the opportunity for Overtime
Key Relationships	Operations Manager & Deputy Operations Manager, Operations Team.

Overall Job Purpose	To aid the Tank Museum in achieving its' charitable goals by ensuring functionality and excellent aesthetic appearance and cleanliness of all Tank Museum buildings & facilities.
Key Accountabilities	<ul style="list-style-type: none"> • To support the Operations Manager, and Deputy Operations Manager in creating a daily cleaning plan for all areas of the facility. These include offices, Museum site, catering outlets toilets and workshop. • To carry out the cleaning plan to the best possible standard. • To work alongside external cleaning contractors on site. • To support the Operations Manager in unforeseen 'reactive' cleaning tasks. • To maintain, safely operate and store securely all cleaning equipment, consumables and plant owned or hired by the Tank Museum for cleaning tasks. • To ensure the tidiness and functionality of cleaning areas such as Cleaner stores /cupboards etc. Making sure consumables are re stocked. • To advise the Operations Manager on the purchase and/or hire of consumables, tools etc. to complete any specific tasks. • To help the Tank Museum become a 'Greener' business by disposing of waste in an eco-friendly manner. • To have knowledge of Museum wide fire evacuation procedures • To understand how to use the Tank Museum radio system. • To observe and report safety & facility hazards to the Operations Manager. • To understand and comply with relevant Tank Museum policies such as the: staff handbook, museum health and safety policy & safeguarding policy to ensure the safety and wellbeing of visitors, staff, volunteers and contractors at all times.

The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post. This job description may change with the changing needs of the Tank Museum.

Person Specification

	Essential	Desirable
Qualifications	Good standard of education	IOSH Working or Managing Safely COSHH awareness course Any relevant qualifications in cleaning. Cleaning and Support Services (City & Guilds) etc. Full UK Driving Licence
Experience	None	Experience working as a cleaner in a previous business / organisation. Experience in working a Museum or Heritage setting. Experience of working in a customer service environment.
Knowledge & skills	Good organisational skills. Good interpersonal skills. Strong communication skills. Good adaptability & resilience when set a task. Ability to work as part of a team or work independently.	Knowledge of 20 th century military history. Knowledge of armoured vehicles. I.T literate (Microsoft Office).
Other requirements	To work flexibly (weekends, special events & unsociable hours) at the discretion of the Tank Museum.	