

Any other relevant experience		
When would you be able to start?		
Please tell us where you heard about this position at Bailiffgate Museum:		
All information given here will be treated confidentially and not disclosed to any third party.		
Signature:	Date:	If you would like to add any extra information, please do so on a separate sheet of paper.

Please supply details of two individuals, not members of your family, who will be able to supply a character reference. Preferably one of them will be an employer or former employer or a school tutor.

Please indicate whether they are aware that they may be contacted by the museum.

Name:	Name:
Address:	Address:
Email:	Email:
Phone:	Phone:
Has agreed to supply reference Yes- No	Has agreed to supply reference Yes- No

Please return completed form to Vivien Kay, Museum Co-ordinator by 22nd October 2021

Job description

Role Title:	Cleaner
Where:	Bailiffgate Museum & Gallery
When:	Monday – Friday, two hours per day (between 7.30 am – 9.30 pm or after museum closes 4.00 pm up to 9.00 pm. Some flexibility to accommodate evening and weekend events and meetings
Requirements:	With excellent attention to detail, you will ensure that the museum is cleaned to a high standard. Although a schedule of cleaning duties is in place, you will be working on your own and will take the initiative to carry out additional cleaning duties when required.
Duties	As attached
References:	We ask that you give us details of two people who can provide a reference. If possible, we would like at least one of these to be a professional reference but we understand that some people will only be able to give personal references. A referee should be somebody that has known you well for at least one year and should not be a member of your family.
For more information, contact:	ask@bailiffgatemuseum.co.uk or phone 01665 605847

Cleaning schedule

Daily

- Toilets – clean toilets and sinks, mop floors, empty bins
- Kitchen – clean sink and worktops, mop floor, empty bin
- Use alcohol wipes to wipe all high touch areas – door handles, banister rails, chairs, benches, school desks etc.
- Vacuum reception area and entrance stairs
- Vacuum one floor each day: Main Museum floor, gallery floor, basement.
- Check stairs and vacuum as necessary.
- Empty bins in office, reception.
- Empty recycle bins in office and reception.

Weekly

- Mop schoolroom and print shop area using wooden floor cleaner.
- Mop basement floor.
- Mop edges of stairs and ridged areas at top/ base of stairs
- Check fridge and microwave and clean as necessary
- Clean glass around light well

Monthly

- Clean skirting.
- Dust tops of cabinets and anywhere dust might gather, e.g. spotlights including reception area, blue ironwork in gallery, kitchen shutters, stained glass windows, etc.
- Polish woodwork in public areas including benches school desks, etc
- Clean glass display cabinets (

All cleaning materials and protective gloves, masks, aprons are provided.