



## Facilities Support Team - Cleaner

### About the Museum

The Haynes Motor Museum is a world renowned, multi award winning museum and visitor attraction located in South Somerset.

#### Our Vision

is to inspire people to explore, discover and experience the motor car, to empower them to learn and invite them to question.

#### Our Mission

is to enable our audiences to experience and explore the motor car's development and the evolution of automotive design, engineering and technology. We will stimulate a desire to reflect on the motor car's influence on social history and we will fuel a curiosity to consider how the motor car and automotive technology might impact the world, its environment, and its people in the future.

### Why We Are Recruiting

The Facilities Support Team at Haynes Motor Museum are recruiting 2 Cleaners. This is a key role in the Museum visitor's experience, supporting the whole Museum and providing the highest standard cleanliness and customer service to all visitors.

The Museum has a culture of mentoring, ownership, and mutual professional respect. This is a truly exciting time to be joining a successful and growing business and the role of the Retail and Reception Assistant is a fantastic opportunity for the right candidate.



## Job Description Duties & Responsibilities

- Working as part of the team, helping maintain high levels of cleanliness and customer service within the visitor attraction.
- Follow the cleaning schedules for the whole site and other areas when directed
- Ensure that all equipment is well maintained.
- Ensure that all rubbish bins are emptied, and rubbish is disposed of or recycled correctly in the appropriate bins
- Being able to undertake any additional duties as written in the cleaning schedule
- To report any maintenance issues to the line manager immediately
- All staff are expected to observe all health and safety at work regulations as set out in accordance with the Haynes Motor Museum's statutory obligations
- Report all accidents to your line manager
- Use all equipment as trained observing all safe practices, so that accidents are avoided
- Follow COSHH procedures
- Participate in health and safety and fire training as required
- Observe good personal hygiene and be always of well-groomed appearance
- Wear minimal make-up, jewelry, enclosed non-slip clean black shoes & clean clothing as per current dress code (uniform provided)



## Essential Key Skills

- Strong and clear communicator
- Always presentable with a polite and helpful manner
- Work as part of a team to ensure the highest level of customer satisfaction is met at all times
- Able to work independently but also take direction from others
- Positive attitude and professionalism
- Passion and commitment to work
- Ability to remaining calm under pressure
- Accuracy and high standard of attention to detail
- Able to use own initiative

## Benefits

- Free on-site parking, staff discounts in the on-site café and gift shop and FREE entry into the Museum for you and your family.
- 29 days annual leave entitlement (Pro Rata)
- Government administered contributory pension scheme
- Training and development

## Hours & Structure

We have 2 positions available hours are negotiable. Both positions will require working on a rota covering 5 days out of 7 and will include weekend cover.



## How to Apply

A copy of your CV, with your work history in reverse chronological order i.e. your most recent employment first

A covering letter outlining clearly why you consider yourself to be suitable for the role and which working pattern you would be interested in

**Salary** £10.52 per hour

**Location** Sparkford, Somerset BA22 7LH, just minutes off the A303, the main trunk road to the South West

**Contract** Negotiable

To apply or find out more please email a copy of your CV to [michelle.evans@haynesmuseum.org](mailto:michelle.evans@haynesmuseum.org)

The final deadline for this role is 9.00am Friday 29 September 2023. However, applications and interviews are being shortlisted on a rolling basis so get in touch ASAP to avoid disappointment.

No agencies please.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.