

**CLEANING ASSISTANT**

Role Description

Job Title: Cleaning Assistant

Salary: £10.00 per hour

Hours: 16 hours a week (excluding breaks)

 Working as part of a rota, including some

 weekend work, mostly morning shifts.

Reports to: Cleaning Supervisor, and through them the Head of Operations

**Summary**

The Sefton Park Palm House Preservation Trust (SPPHPT) is a busy organization that has lots going on at all times and the Palm House is an award winning wedding venue, historic visitor attraction & community space. We recently added a highly successful café and takeaway operation to the Palm House which in 2021celebrated 125 years since its opening and 20 years since its restoration. The SPPPHT, in partnership with Liverpool City Council, have recently been awarded a £270,000 grant from the National Lottery Heritage Fund to improve interpretation and engage with a wider & diverse audience, so there has never been a more exciting time to join our team.

**Do you want to be part of something different?**

Working within a bustling atmosphere as part of passionate team this role as Cleaning Assistant plays a core part in providing a fantastic customer service.

Our passion for providing best service in all aspects of our work is reflected in the knowledge that we are guardians of this historic & iconic Liverpool legacy.

You will assist with day to day cleanliness and presentation of the Palm House and all of our facilities, ensuing the highest standards of housekeeping. You will be asked to help with some manual work such as moving tables & chairs and unloading deliveries.

Duties such as cleaning, sweeping and litter picking will form a core part of the role, both inside the Palm House and within its grounds. Working and helping within other teams will also form part of your role.

We are looking for an enthusiastic flexible individual and experience is essential.

**Purpose of the Role**

**Cleaning**

You will assist with housekeeping routines, including the cleaning of toilets, to ensure the appropriate level of care and presentation within the Palm House.

**Visitor Experience**

Welcoming a large number of visitors each year, the Palm House needs expert care and attention. We would like you to come and make sure we keep this special place clean, tidy and well-kept.

**Venue Knowledge**

You will communicate information gathered during cleaning routines which contributes to understanding of the Palm House.

**Who we are looking for:**

* Formal qualifications are not essential other than literacy and manual dexterity, but enthusiasm is essential with a willingness to learn.
* Helpful & Friendly.
* Have exceptional cleaning skills.
* Willingness to undertake continuing skills development and other training.
* A team player, but also can work on your own initiative.
* Have a pro-active, ‘can-do’ attitude.
* Flexible approach, able to multi-task and work in collaboration with other departments.
* Good interpersonal and communication skills.
* Be well organised and reliable.
* Have a great eye for detail, always being thorough in your approach.

**Other Conditions**

* The job may involve evening and weekend work, some flexibility with hours is required.

**Terms and conditions of service**

The present terms and conditions of service for all staff are set out in the SPPHPT standard contract of employment supplemented by the policies and procedures which make up the Employee Handbook.

Application forms available from roy.boardman@palmhouse.org.uk or download from our website. [www.palmhouse.org.uk](http://www.palmhouse.org.uk)

Completed applications to be returned by 5pm on Friday 27th May 2022 to roy.boardman@palmhouse.org.uk.

Sefton Park Palm House Preservation Trust , Liverpool, L17 1AP

Charity number 1059957

November 2019