

**TORBAY COAST AND COUNTRYSIDE ENTERPRISES
JOB DESCRIPTION – CLEANING ASSISTANT**

TITLE:	Cleaning Assistant
REPORTS TO:	Farm Park & Play Manager
SALARY:	Minimum wage
HOURS:	Part-time and Zero-hour contracts available.
PRIMARY ROLE:	Cleaning Assistants will report to the Farm Park & Play Manager and will be responsible for providing excellent and efficient levels of cleanliness throughout all areas of the Ocombe Farm site and Warren Barn.
MAIN RESPONSIBILITIES:	<ul style="list-style-type: none"> • Clean designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning windows, restroom cleaning etc). • Carry out heavy cleansing tasks and special projects where necessary. • Notify management of occurring deficiencies or needs for repairs. • Monitor stock and maintain cleaning items. • Follow all health and safety regulations. • Maintain awareness of Safety Data Sheets and COSHH. • Work alongside the Farm Park & Play team in order to deliver an excellent and consistent visitor experience.
OTHER:	<ul style="list-style-type: none"> • To be punctual and record start and finishing times on time sheets provided. • To work in a safe and hygienic manner and assist colleagues to do likewise. • To ensure that all equipment used is cleaned regularly, maintained in a safe condition and stored correctly in designated areas after each session of work.

**TORBAY COAST AND COUNTRYSIDE TRUST
Person Specification
Cleaning Assistant**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	N/A	N/A
EXPERIENCE	Experience of working within a similar establishment. Experience of working in a multi-task environment.	Previous cleaning experience in a visitor attraction.
SKILLS	Ability to follow procedures. Ability to work collaboratively. Attention to detail.	
DISPOSITION	Able to take a caring, helpful and considerate approach towards staff and visitors. Must be trustworthy, a good time keeper and demonstrate flexibility. Motivated and capable of using initiative. Ability to work alone and as part of a team. Ability to prioritise, work under pressure and meet deadlines. General good health and physical fitness – must be able to lift bend and stretch frequently. You will be an ambassador for Ocombe Farm and Torbay Coast and Countryside Trust.	