



Post:	Cleaner
Site:	The Bath & West Showground, Shepton Mallet, BA4 6QN
Reports to:	Head of Estates
Line Management:	N/A
Responsible for:	The primary purpose of this post under the direction of the Head of Estates, the is to assist in the provision of cleaning in location(s) to a standard and quality as specified.

THE BUSINESS

The Royal Bath & West of England Society is a charity that was set up in 1777 to promote and encourage Agriculture, Manufacture, Arts and Rural Crafts through an innovative approach to education and knowledge transfer. The business of the Society has evolved into three parts: -

1. Hosting financially viable agricultural and rural shows through Bath & West Shows Ltd.
2. Gaining best commercial value from our showground through Bath & West Enterprises Ltd.
3. Delivering our charitable objectives.

The Society is best known for hosting the annual Royal Bath & West Show on its own Showground at Shepton Mallet. At present it organises two other specialist agricultural shows, Grassland UK (every three years) and, annually, The Dairy Show - the country's largest such event. The Showground hosts a wide variety of other events organised by third party event organisers which, together with catering concessions, is worth circa £1m per year of additional revenue. It is felt that this area of the business has huge commercial potential not least with a newly refurbished 2-storey restaurant building completed in 2019 and the Rural Enterprise Centre that opened in early 2018.

Purpose of the role

To carry out all cleaning tasks as directed by the Head of Estates, ensuring that the required standards and quality levels are maintained.

Main Duties

- To use all cleaning materials and equipment in a safe and proper manner in accordance with the instructions and procedures determined by the and West of England Society.
- To complete all appropriate records and documentation as required.
- To ensure compliance with all relevant health, safety and security regulations.
- To carry out such other duties as are required, and as are commensurate with the grade of the

post.

- Maintaining the cleaning cupboards in a professional manner, as well as ensuring all equipment is serviced on time.
- Maintain a good stock of consumables on site, and have a clear ordering process with our suppliers.

Other Duties

- Support the team with general site & buildings caretaking/cleaning duties such as sweeping paths, litter collections, cleaning and tidying of outside areas and graffiti removal.
- Complete window cleaning, materials/products sourcing and pricing.
- Carrying out minor maintenance tasks such as replacing displaced toilet seats, unclogging sinks
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels)
- Maintaining Material Safety Data Sheets (MSDSs) and compliance with universal precautions.
- Complete driving tasks i.e. collection/deliveries as required (check if needed)
- Other duties as specified by the Head of Estates

Requirements

- At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. mopping and hovering of floors, emptying of waste bins, dusting skirting boards.
- Due to the nature of cleaning there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.
- Demonstrate a reliable and flexible approach in the undertaking of a full range cleaning duties including differing start and finish times and working periods.
- Work weekends to meet the needs of the Showground as required by mutual agreement.
- Work as a team player at all times, contributing to a successful team output with an achievement of meeting targets and expectations in all areas of work.
- Attend training courses as directed.
- Play an active part in the life of the showground, sharing the aims and objectives of the Society and supporting members of the Senior Leadership Team at all times.
- To accept and work within the policies, procedures and guidelines of The Royal Bath and West Society
- To positively and professionally represent The Royal Bath and West Society at all times

Skills and Qualifications

- Excellent organisation and housekeeping skills
- In-depth knowledge of cleaning solution and their uses
- Working knowledge of health and safety standards in their industry
- Ability to work well under pressure
- Great physical fitness and ability to stand for long hours
- Excellent interpersonal and customer service skills
- Working knowledge of the English language

Days of Work

- The basic working week is 40 hours across 5 days per week to support the Showground's core activities. The role will require flexibility of working hours, with 30 minutes for lunch, to meet the Showground's service needs.
- There is a requirement to work weekends to support the events team on the Showground.

Location

- The post-holder must live within reasonable travelling distance of the Showground and possess a clean driving license.

Benefits

- The Society runs a staff pension scheme and healthcare scheme (after 3 months probation)
- The Society offers 25 days paid holiday per year, plus Bank Holidays.
- Staff Members have the opportunity to “buy” an additional 2 weeks holiday per year (after 3 months service)
- Complimentary tickets to the Royal Bath & West Show
- Discounted / Complimentary tickets to other events on the Showground

Additional Information

- This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
- The post holder will be expected to undertake any appropriate training provided to assist them in carrying out their duties.

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Please send your CV and covering letter to Garry Clulee at garry.clulee@bathandwest.co.uk or in writing to him at The Royal Bath & West Society, The Showground, Shepton Mallet, Somerset, BA4 6QN

Please Note

All details are provided for guidance only, and do not necessarily limit the responsibilities and accountabilities of the job. Full details of employment terms are provided within offers of employment, the Staff Handbook, and appropriate policies within the Royal Bath and West England Society. Some benefits indicated may only be available after a qualifying period. This document does not constitute an offer of employment. Offers are only valid when provided in writing.

Post Holder:

Line Manager:

Name:

Name:

Signature:

Signature:

Date:

Date: