
Westminster Abbey



Office Cleaner

Job description and person specification



Job description

JOB TITLE:	Office Cleaner
DEPARTMENT:	Visitor Experience
POST REPORTS TO:	Facilities Supervisors
JOB SUMMARY:	Working outside of normal office hours to provide an efficient cleaning service to designated Abbey offices and rest areas. Office cleaners provide an important service to the Abbey community by ensuring that office and rest areas are clean and hygienic, and providing a pleasant environment for staff, volunteers and visitors.
BACKGROUND:	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 360 employees and a greater number of volunteers.

MAIN DUTIES AND RESPONSIBILITIES:

1. Ensure that floors are clean and use the correct cleaning technique and products (e.g. polishing wood, vacuuming carpets, mopping floor and others).
2. Ensure that toilets are clean and disinfected.
3. Maintain cleanliness of furniture, fixtures and that other fittings are dust free.
4. Keep all kitchen areas clean and tidy.
5. Ensure all litter is appropriately bagged, following recycling protocols.
6. Work as part of a team to provide cover for other cleaners when necessary.
7. Other duties and responsibilities within the scope of the role.

Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post.

Qualification/Training

- Understanding of basic health and safety practices in the workplace.
- Previous cleaning-related training or qualification.

Knowledge/Skills

- Knowledge of appropriate cleaning methods, materials and equipment for different surfaces and environments.
- Ability to use cleaning equipment safely and effectively, including vacuum cleaners, mops and polishing equipment.
- Understanding of hygiene standards and infection control practices, particularly in toilet and kitchen areas.
- Knowledge of recycling and waste disposal procedures.
- Good attention to detail and commitment to maintaining high standards of cleanliness.

Experience

- Experience of carrying out cleaning duties in a commercial, public sector, educational, healthcare or similar environment.
- Experience of maintaining high standards of cleanliness and hygiene.
- Experience of using a range of cleaning products and equipment safely.

Attributes

- Empathy for the work of the Abbey
- Able to work independently and use initiative when required.
- Positive and professional attitude.

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.