

JOB DESCRIPTION – Visitor Centre Cleaner

WORK BASE:	Based at Lackford Lakes Nature Reserve
HOURS & DURATION OF EMPLOYMENT:	8 hours per week, preferably over 4 days
LINE MANAGER :	Visitor Officer
SALARY:	£8.30 per hour
HOLIDAY :	pro rata of 31 days per annum

OVERALL PURPOSE OF JOB:

Lackford Lakes is Suffolk Wildlife Trust's flagship Visitor Centre and hosts school groups, family nature activities and organised groups throughout the year. Booked groups are welcomed during school terms and holidays; whilst the Lackford Lakes trail is open to visitors at all times.

You will be responsible for supporting the Lackford team to keep up with the day-to-day cleaning; ensuring a great visitor experience to nature enthusiasts of all ages.

RESPONSIBILITIES:

Cleaning:

- keeping the interior of the buildings and office clean and tidy, including vacuuming, sweeping and cleaning the kitchen and toilets
- Collecting and sorting of rubbish into the appropriate refuse bins, and putting the bins out on the appropriate day for the refuse collectors.
- Litter pick the picnic area and car park areas
- Inform the Visitor Officer for requisition of cleaning supplies and consumables to be replenished as necessary.
- Update the Incident Book as and when necessary
- Update/clean the wildlife sightings board when necessary
- Act as an ambassador for the Trust when liaising with members of the public.