

JOB DESCRIPTION

Cleaner



OFFICE BASE:	Foxburrow Farm, Saddlemaker's Lane, Melton, nr Woodbridge
WORK HOURS:	6 hours per week over 4 days
SALARY:	£ 8.50 per hour, with paid annual leave entitlement
REPORTING TO:	Learning Officer at Suffolk Wildlife Trust's Foxburrow Farm

OVERALL PURPOSE OF ROLE

Foxburrow Farm is Suffolk Wildlife Trust's busiest learning centre and hosts school groups and nature activities throughout the year. Booked groups are welcomed during school terms and holidays whilst the farm trail is open to visitors at all times.

Responsible for the cleanliness and tidiness of property at Foxburrow Farm.

MAIN RESPONSIBILITIES

Cleaning:

- keeping the interior of the education buildings and office clean and tidy, including washing floor, vacuuming, sweeping and cleaning the kitchen and toilets
- Replenishing supplies of cleaning products and consumables as necessary
- Collecting and sorting of rubbish into the appropriate refuse bins and putting the bins out on the appropriate day for the refuse collectors.
- Keeping yard and outbuildings tidy and swept
- notify manager of occurring deficiencies or needs for repairs
- follow all health and safety regulations
- co-operate with the rest of the team
- act as an ambassador for the Trust when liaising with members of the public