

# JOB DESCRIPTION

POSITION	Housekeeping Assistant / Janitor
REPORTS TO	Housekeeping Supervisor
DEPARTMENT	Customer Experience
CONTRACT	Annualised

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

*To work within our Housekeeping team to provide a pleasant, clean environment for all visitors.*

## KEY RESPONSIBILITIES

- To clean to a high standard, making a pleasant, safe, and clean environment.
- To follow the cleaning schedule including daily, weekly, and monthly tasks.
- To spot clean areas that may need additional cleaning, without being asked.
- To help make sure the building is ready for visitors on time.
- To move furniture and fixings when needed.
- To use cleaning equipment, including powered equipment safely.
- To clean equipment daily, keeping it in good working order.
- To work well as part of a small team.
- To be friendly and approachable when visitors talk to you.
- To work with other staff members to respond to visitor requests.
- To follow Glasgow Science Centre's health and safety policy.
- To carry out other reasonable duties/tasks as required, to meet the needs of your team and Glasgow Science Centre.
- To help keep the GSC Customer Charter.  
([www.glasgowsciencecentre.org/our-charity/customer-charter](http://www.glasgowsciencecentre.org/our-charity/customer-charter))

Full training will be provided for cleaning tasks, equipment, and safety procedures.

PERSON SPECIFICATION		
Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Work without supervision and take simple instructions	X	
Work as part of a small, committed and vital team	X	
Good time keeping and reliable attendance	X	
Good attention to detail	X	
Experience in professional cleaning		X
Experience with professional cleaning equipment		X
Understanding of basic health and safety rules		X
Experience working early morning or flexible shifts		X
Personal Qualities		
<ul style="list-style-type: none"> <li>• Able to work flexible days / hours (including evenings, weekends, and bank holidays).</li> <li>• Must be able to regularly work early morning cleaning shifts from 6am - 10am</li> <li>• Committed to GSC's vision, mission and values.</li> <li>• Flexible approach to meet overall deadlines and needs of GSC.</li> <li>• Has an inclusive approach and able to work with a diverse range of people.</li> <li>• Able to work effectively as part of a team, often unsupervised.</li> <li>• Able to work with other teams at GSC to achieve our goals.</li> <li>• Able to work under pressure and remain calm in difficult situations.</li> <li>• Well-presented in accordance with GSC's uniform policy.</li> <li>• Comfortable with physical tasks such as standing, lifting, and moving equipment safely</li> </ul>		