

JOB DESCRIPTION

Job Title:	Facilities Assistant/Cleaner
Responsible to:	Estates, Facilities & IT Manager
Hours:	Part time - 32 hours pw, including regular weekend working and some evening shifts
Salary:	£21,255 per annum pro rata (£18,137.60 pro rata salary)
Contract:	Permanent
Location:	Turner Contemporary, Margate, Kent
Leave:	28 days pro rata including Bank Holidays
Pension:	Employees are auto enrolled in the Turner Contemporary pension scheme (should they meet the qualifying criteria).
Probation:	6 months

BACKGROUND

At Turner Contemporary, we believe in the power of art to transform people and places, doing things differently to achieve our vision, “Art and creativity are at the heart of a vibrant, healthy and equal society.”

Since opening in 2011, Turner Contemporary has become one of the most successful galleries in the UK. We have achieved more than three million visits and the gallery has been a catalyst for the regeneration of Margate. Our programme of world-class events, exhibitions of historical and contemporary art and our innovative learning programme have fast earned the gallery an international reputation. With free admission, great art is accessible for all.

We are committed to challenging traditional practice to make ourselves more accessible; repositioning art as more relevant to society. Our distinctive, audience-focused approach is integral to our success and inspires interest from our peers, nationally and internationally.

Turner Contemporary is a charity governed by a Board of Trustees, chaired by Matthew Slotover. The organisation receives revenue funding from Arts Council England and Kent County Council and the whole team works creatively to raise additional funding to support our ambitious programmes.

At Turner Contemporary, our mission is art inspiring change. The arts challenge our thinking and help us to see the world differently enabling opportunities for discussion, debate, learning and listening. Our values are that Turner Contemporary is:

- **Enquiring** - we champion the energy and ideas of the wider artistic community and the importance of creative learning
- **Welcoming** - we consciously channel Equity, Diversity and Inclusion in everything we do

- **Caring** – we embrace our role of civic responsibility and are a good neighbour and employer
- **Partnering** – we actively seek to be a positive partner, locally and nationally
- **Examining** – we use data and evidence to inform decisions and our practice; we advocate environmental sustainability through our programme and our actions
- **Promoting** – we understand culture as integral to health and wellbeing and as vital to place

Purpose of Job/Key objectives

The Facilities Assistant/Cleaner will work closely with the Building Maintenance Assistants, and Estates, Facilities & IT Manager to ensure that the building, its facilities, external areas and the gallery environment are maintained to the highest possible standards to provide a first-class visitor experience.

Principal Duties/Tasks and responsibilities

- Carry out daily cleaning duties throughout the gallery to an impeccable standard.
- Assist with maintenance schedules, carrying out checks and reporting any building maintenance requirements, carrying out window, skylight and façade cleaning.
- Operate relevant cleaning equipment including, but not limited to, vacuum cleaners, floor polishers, jet washers and window cleaning systems.
- Clean and maintain hardstanding and landscaped areas outside the building.
- Act upon any information received from any member of staff regarding condition of any facility or gallery area.
- Liaise with Exhibitions to assist with the cleaning of exhibitions, delicate objects and display cases.
- Undertake general portering duties and assist in the set up & take down of events.
- Monitor the level of cleaning consumables and notify the Building Maintenance Assistants, or Estates, Facilities & IT Manager if orders are required
- Comply with the Health and Safety at Work etc. Act 1974 and any relevant Health & Safety legislation.
- Work in the galleries in a public facing role, acquiring knowledge of the exhibitions and artists is essential.
- Undertake enhanced cleaning duties to support our risk assessments around COVID-19.
- Undertake any other duties as reasonably directed.

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Turner Contemporary without change to the level of responsibility appropriate to the grading of the post.

Turner Contemporary

Person Specification

Specification	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • First Aid 		✓
Skills: <ul style="list-style-type: none"> • Good organisational skills • Good communication and customer service skills • Excellent time management skills • Ability to work unsupervised • Ability to move and lift heavy objects • Basic plumbing, electrical and carpentry skills 	✓ ✓ ✓ ✓ ✓	✓
Work Experience: <ul style="list-style-type: none"> • Experience of cleaning • Experience of basic building maintenance • Experience of cleaning delicate objects/controlled areas • Experience of using powered cleaning equipment • Experience and understanding of COSHH regulations and its application to the workplace. • Experience of Health and Safety relating to public spaces • Interest in the visual arts and understanding of the aims and objectives of Turner Contemporary in the wider regeneration of East Kent • Gallery or Museum experience 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Behaviours/characteristics: <ul style="list-style-type: none"> • Reliable • Good timekeeper • Practical • Resourceful • Proactive 	✓ ✓ ✓ ✓ ✓	