

LINCOLNSHIRE WILDLIFE TRUST**JOB DESCRIPTION : GIBRALTAR POINT VISITOR CENTRE CLEANER/
MAINTENANCE ASSISTANT**

Post Title : Cleaner/Maintenance Assistant

Location : Gibraltar Point National Nature Reserve, Near Skegness

Responsible to : Visitor Centre Manager

Job Objectives : To ensure a high standard of cleanliness and hygiene at the Gibraltar Point Visitor Centre and Old Coast Guard Station and carry out general maintenance and gardening as required

KEY TASKS:

- A. Clean to a high standard all public areas, including floors, furniture, corridors and toilets in accordance with the agreed cleaning schedules. This will include both internal and external areas to the Visitor Centre.
- B. Dust and polish all internal woodwork and keep paintwork and windows clean.
- C. Ensure all janitorial supplies are properly secured at all times and maintain stocks by submitting requests for orders to the Visitor Centre Manager.
- D. Ensure towels, toilet rolls and soap dispensers in all public toilets are full and in working order.
- E. Clean external decking and glass and ensure external areas are kept tidy.
- F. Undertake general repairs, decoration and maintenance work.
- G. Identify and report the need for major repairs.
- H. Perform routine gardening in the picnic area and around the visitor centre and Old Coast Guard Station.
- I. Assist with the removal or relocation of furniture when necessary.
- J. Assist with making the visitor centre and Old Coast Guard Station and environs safe eg during extreme weather conditions.
- K. Comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- L. Undertake other reasonable duties from time to time In addition to the above normal duties.