EXETER CITY COUNCIL

Job Description

DESIGNATION	**:**	**Cleaner**
GRADE	**:**	
POST NO	**:**	
DIRECTORATE	**:**	**Community and Environment**
UNIT	**:**	**Leisure and Museums Service**
RESPONSIBLE TO	**:**	**Facilities Officer**
SUPERVISORY RESPONSIBILITY FOR	**:**	**None**
LIAISON WITH	**:**	**Members of the public; museum staff**

PURPOSE OF JOB

To provide a very high standard of cleanliness for Exeter Museums Service and the visiting public.

MAIN ACTIVITIES:

1. Follow daily/weekly cleaning schedules to include as required:

    - Cleaning floors using supplied equipment and machines
    - Cleaning toilets
    - Cleaning outside of display cases
    - Vacuuming carpets as required throughout the museum and any of the museum's premises.
    - Cleaning brass as required
    - Cleaning offices
    - Assisting with museum gallery 'high level' or deep cleans as required.
    - Emptying bins
    - Monitoring and reporting stock levels for cleaning materials and equipment.
    - Keeping cleaning equipment areas tidy, clean and safe.
    - Assisting with moving of objects, furniture and equipment etc from time to time.

2 Undertake training as required.

3 To work with other cleaners.

4 To assist as required in development of daily/weekly schedules to improve efficiency and the better performance of duties.

5. Any other duty commensurate with the post.

DATE: July 2026