**Job Title** Housekeeping Assistant

**Department** Housekeeping

**Reports to** Front of House Manager

Housekeeping Team Leader

# Primary Objectives

* To support the customer facing areas within the NMA to create a pleasant and conducive environment through cleanliness and hygiene to enhance the visitor experience
* To help deliver the National Marine Aquarium mission: “Connecting us with our Ocean”
* To adhere to the Core Values of the NMA which are: Positivity, Respect, Integrity, Diversity and Engagement

# Duties

* To work as part of a team who excel in customer care whilst retaining a pleasant and friendly approach
* To clean customer facing areas as instructed via cleaning schedule
* To clean back of house areas as per cleaning schedule
* To use appropriate products as provided and follow COSHH guidelines.
* At all times to behave in a safe and responsible manner and in accordance with requirement of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest
* To ensure use of protective wear as provided
* At all times to behave in a safe and responsible manner and in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest
* Undertake training as deemed appropriate to your role
* To adopt a flexible approach to working hours to ensure the viability of NMA operations (this includes the shift-working pattern)
* To carry out other activities as appropriate on the instruction of the Housekeeping Supervisor, Front of House Manager and Senior Management Team

Signed……………………………………………… Date………………………

Print Name…………………………………………