



OUR VISION: To be the “must experience” museum that uses past, present and future Kiwi technology and ingenuity to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Cleaner

Reports to: Property & Security Manager

PURPOSE OF THE ROLE

Ensure the cleaning and presentation of MOTAT and its facilities are kept to a high standard, with a dedicated contribution to a customer-focused service that will enhance the customers experience and provide a safe and enjoyable MOTAT environment.

RESPONSIBILITIES

- Undertake and be responsible for all cleaning requirements set out in the applicable cleaning schedules.
- Proactively organise the tasks set out in the cleaning schedule.
- Ensure all cleaning is performed to a consistently high standard.
- Ensure the cleaning process is undertaken in a safe manner.
- Maintain cleaning stock levels and order cleaning supplies where necessary.
- Maintain rubbish and debris collection and ensure the appropriate disposal thereof.
- Work in compliance with Health & Safety standards and regulations.
- Adhere to MOTAT’s Health & Safety policies and procedures.
- Proactively review MOTAT’s cleaning procedures and contribute to the introduction of ongoing improvements.
- Keep up-to-date with new cleaning methods and equipment.
- Maintain an awareness of cleaning chemicals, their safe use and storage.
- Provide feedback on museum maintenance requirements.
- Ensure prompt and effective service delivery, in accordance with urgency and priority levels
- Represent MOTAT professionally through wearing the MOTAT uniform properly at all times when at work.
- Provide support and/or relief to any other member of the Museum Environment Team as and when required.
- Actively support the delivery of the MOTAT customer experience.
- Follow all museum policies and procedures, including, but not limited to Health Safety & Environment and the Museums Aotearoa’s Code of Ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT’s business objectives are met.

KEY PERFORMANCE INDICATORS

- Positive internal and external customer feedback.
- Proactive communication with all MOTAT's teams and customers.
- Contributing to the overall presentation of all MOTAT facilities.
- Compliance with MOTAT's Health and Safety policy.
- Achieving individual and team objectives.
- Contributing to the ongoing, upgrading, and improvement of all MOTAT facilities.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	Environment Team, MOTAT Team
External Liaison:	Contractors, Suppliers

SKILLS & EXPERIENCE

- Basic knowledge of cleaning works to be carried out.
- Previous experience in the cleaning industry, including how to operate cleaning machinery.
- Physically able with a passion for practical work.
- Flexibility and a "can do" attitude.
- Able to work as part of a team and unsupervised, but always to a high standard.

OUR VALUES

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We will be courageous and try new things.

We will work as a team that respects and supports others.

We will act ethically and with respect and transparency.

We will foster knowledge and promote technology that is beneficial to our community.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.