


<b>Job Title:</b>	Seasonal Cleaning Attendant	
<b>Department:</b>	British Golf Museum and Cafe	
<b>Reporting To:</b>	Museum Manager	
<b>Hours:</b>	Monday – Friday 09:30 – 17:00	
<b>Location:</b>	St. Andrews	
<b>Contract:</b>	Seasonal April - October	

**Job Purpose**

The British Golf Museum, located in St Andrews, is a 5-star Museum at the heart of the home of golf. We are dedicated to providing the best visitor experience with the highest levels of customer service. We are currently seeking Seasonal Cleaning Attendants to join our busy team as we prepare for the summer season. This is an essential role within our team and full training will be given.

**Job Description**

**ROLE AND RESPONSIBILITIES**

Core responsibilities are:

- To clean the public areas of the Museum and Café including the public toilets throughout the course of the day
- To clean the staff areas of the Museum and Café throughout the course of the day
- To maintain and clean the exterior appearance of the Museum and Café grounds throughout the course of the day
- Everything completed to a 5-star standard

**EXPERIENCE**

- Previous experience within a similar role
- Experience of working to high standards of cleanliness and hygiene
- Delivering excellent levels of customer services

**SKILLS & ATTRIBUTES**

- Smart appearance
- Good communication skills
- Excellent attention to detail
- Reliable and flexible
- Ability to use own initiative

*To apply for this vacancy, please send your c.v. and covering letter to- [recruitment@randa.org](mailto:recruitment@randa.org) by the closing date of Monday 18<sup>th</sup> March 2019 stating your preference of role and hours available to work.*

***How your information will be used.***

*In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy, which we may invite you to apply for, following which we will delete it.*

If you have any questions about The R&A's use of your data, please contact us.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.