

JOB DESCRIPTION

Job title: Morning Cleaner

Reports to: Head of Cinema Operations

Pay rate: £9.50 per hour

Working hours: Four mornings per week, including Saturday and Sunday, from 6.30-9.30AM

Status: Part-time, permanent contract

Application

Deadline: Sunday 3 October 2021

Centre for the Moving Image (CMI)

The CMI incorporates Scotland's leading independent cinema, Filmhouse, the world's longest continually running film festival, Edinburgh International Film Festival, the Filmhouse Café Bar, and the home of film in Aberdeen, Belmont Filmhouse.



We have a vision to transform people's lives through film. Each year we bring hundreds of wonderful films, seasons and special programmes, curating some of the most diverse film programmes in the UK. But we're more than just great films - we're cultural and community hubs, we support local artists and cultural partners, our education programme inspires thousands of young people each year, and our industry programme helps filmmakers find their way in the film industry.

Our film festival shines a light on voices from around the world and brings some of the most exciting filmmakers right here to Edinburgh. Our cinemas are trusted guides, taking you on a journey to discover your next favourite film and connect with like-minded film lovers. Whether you want to watch, learn about or make films, we're here to inspire, entertain and help you.

Purpose of role

Responsible for the daily cleaning of our cinemas and public spaces, you will work unsupervised (though we will aim to provide you with lots of support and training) to ensure our buildings are clean, welcoming and Covid-safe. You will also be part of our Filmhouse team, with access to free cinema tickets and other staff benefits.

Responsibilities

- Vacuuming, sweeping and moping hard floor area and carpeted surfaces throughout the building
- Dusting and cleaning surfaces, ensuring that the premises are welcoming and Covid-safe
- Using cleaning equipment and chemicals in a safe manner, ensuring correct dosage of cleaning chemicals and following the COSHH regulations
- Removal of waste and following in-house waste recycling procedures
- Ensuring the security of premises is maintained at all times while carrying out the duties
- Identifying safety hazards and maintenance issues and reporting them to the manager

- Overseeing stock levels of cleaning supplies and making sure that orders are placed in a timely manner to maintain sufficient stock levels
- Key holder

Environmental Sustainability

It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:

- recycling;
- switching off lights, computers, monitors and equipment when not in use;
- helping to reduce paper waste by minimising printing/copying and reducing water usage;
- reporting faults and heating/cooling concerns promptly;
- minimising carbon footprint when travelling.
- Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Person Specification

- Ability to work unsupervised and deliver quality work
- Ability to work in a safe manner
- Attention to detail
- Having an awareness of health and safety issues associated with various tasks being carried out
- Environmental awareness with regards to energy saving, recycling and its other aspects
- Reliability
- Good team worker

Equal Opportunities Policy Statement

CMI is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief

- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy is written in consideration of the Equality Act 2010.

CMI Values

At the CMI we are proud to work as a team and have developed a set of company values. They underpin everything we do, and tell you about how we work at the CMI:

- We are **inclusive**
 - We are open, accessible, and respectful
 - We believe in diversity and are committed to equality
 - We believe in working collaboratively with individuals and organisations in making a positive difference
 - We will actively seek out and work with people and organisations with a wide range of voices, with different experiences and from different backgrounds to ensure that our work is authentic
- We are **innovative**
 - We are focused on artistic quality and excellence
 - We are bold, creative and passionate
 - We are inquisitive, challenging and risk taking
 - We believe in understanding the present and shaping the future
 - We believe in the power of film to change lives
 - We are confident, positive and a leader
- We have **integrity**
 - We are professional, accountable and transparent
 - We are authentic, engaging and honest



- We believe in independence of voice and genuine choice for audiences
- We believe in developing and delivering our strategy sustainably – for the organisation, for the environment, for society

Application process

Please email an up-to-date CV to hr@cmi-scotland.org.uk.
Your application will be treated in strict confidence.

Application deadline

All applications should be received by Sunday 3 October 2021.