**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **Volunteer Role:** | Volunteer Cleaners (Holy Dusters) |
| **Team:** | Cathedral Welcome Team  |
| **Member of Staff responsible:** | Head Verger and team  |
| **Date of completion:** | June 2022 |

|  |  |
| --- | --- |
| **1** | **Role Purpose** |
|  | To help with cleaning, general tidiness and upkeep of the Cathedral. Helping to ensure it is maintained as a welcoming environment for visitors. |
| **2** | **Tasks and activities to include** |
|  | * low level dusting including de-cobwebbing;
* polishing the font, the brasses and the silverware;
* tidying round chapels and choir stalls (ensuring they are tidy and in order);
* vacuuming the Quire stalls to keep those moths away
* cleaning candle stands.
 |
| **3** | **Contacts** |
|  | * Head Verger and his team because they will understand which areas need cleaning;
* Visitor Experience Manager and the Visitor Experience Assistants because they will understand what special activities are happening and they are members of the wider welcoming team;
* Other volunteers within the Cathedral who are visitor facing because collectively you enhance the experience of our visitors and make a difference;
* Volunteer and HR Co-ordinator for general volunteering advice.
 |
| **4** | **Special Requirements** |
|  | A desire to help to create an inviting atmosphere for all our visitors. |
| **6** | **Skills** |
|  | No previous experience is required but we do need people who have:* a warm, friendly, and helpful manner;
* the desire to enable our Cathedral to look its best at all times.

Training will be given as well as a health and safety brief.  |