



Job Description

Job title	Cleaning Operative	Reports to	Facilities Manager
Location	The Brick Community Stadium		
Department	Cleaning		
Job purpose			
To provide the highest standards of cleaning and hygiene throughout the stadium and surrounding areas ensuring health, safety and hygiene legislation are being adhered to.			
Job's reporting into the job holder		None	
Key responsibilities and duties			
<ul style="list-style-type: none"> • Carry out cleaning tasks inside the stadium and training ground sites, including on the terracing at the stadium and external perimeter in accordance with the daily/weekly cleaning schedules using the correct chemicals, equipment and PPE when required. • Follow the correct cleaning methods and health and safety procedures in accordance with risk assessments and the safe working methods. • Advise the Facilities Manager when equipment/stock requires reordering, keeping levels to a workable minimum. • Complete the cleaning check sheets, ensuring standards are maintained at all times. • Remove refuse from the building, wearing the High Vis PPE provided. • Advise the Facilities Manager of any faults/defects that are discovered. 			
Health and safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the company's health and safety policy. • Comply with all company policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically. • Have a full knowledge of procedures for evacuation with regard to fire. • Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> • The company is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. • The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding. 			
General			
<ul style="list-style-type: none"> • Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group. • Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. • The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group. 			

DBS check required		Basic
Person specification		
	Essential requirements	Desirable requirements
Qualifications		<ul style="list-style-type: none"> • NVQ Level 1 or above in cleaning and support services preferred or willingness to work towards • Willingness to undertake in-house COSHH training • Hold a full UK driving licence with the ability to travel
Experience	<ul style="list-style-type: none"> • Previous experience of cleaning both internal and external of premises • Experience of using cleaning machinery 	
Knowledge, skills and qualities	<ul style="list-style-type: none"> • Willing and capable of carrying out manual work tasks in all weather conditions • Strong communication skills • Ability to successfully work in a team • Show enthusiasm • Willing to learn and continuously develop • Self-motivated • Assertive and calm with the ability to work well under pressure • Flexible to meet the requirements of varied working shift patterns 	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation • Knowledge of COSHH

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed:

Date: