

Job Description and Person Specification

Position Details

Position: Cleaning Operative/ Kit Assistant	Department: MK Dons FC	Reporting to: Kit Manager
Salary: TBC	Contract: Permanent	Hours per week: 37.5hrs.

Overall Objectives:

- To ensure all First Team areas are thoroughly cleaned and presented to a high standard in an effective and efficient manner.
- To assist the Kit Manager with the provision, laundering, transportation, and organization of playing kit and equipment.

Job Description

Person Specification

Main Objectives

- To ensure all First Team areas are cleaned to a high professional standard.
- To ensure the correct and safe use of various cleaning equipment and chemicals while abiding to strict Health and Safety requirements.
- To assist in the upkeep and basic maintenance of First Team areas and report any hazards, faults or damages in a timely manner.
- Assist the Kit Manager in a variety of duties relating to the provision, laundering, transportation and organization of playing kit and equipment.
- To actively contribute to the creation of a high-performance environment by ensuring all duties are completed with pride, consistency and to the best of your ability.

Summary of Duties

- Provide a high standard of cleaning and sanitization to First Team areas including dressing rooms, showers, toilets, gyms, corridors, and offices.
- To clean and maintain the recovery jacuzzi and complete regular water quality tests
- Attend to all urgent cleaning and spills when required.
- Ensure that the facilities are turned around accurately and expediently in line with demand including pre- and post-matches/events.
- To compile and complete orders for all cleaning products and equipment as required.
- To ensure all cleaning and kit storage areas are kept clean and tidy.

Essential

Skills

- Excellent attention to detail and ability to clean to a high standard
- Ability to plan and prioritise working at an energetic and efficient pace to ensure cleaning tasks are completed each day/week and in compliance with the Club's health and safety and COVID cleaning protocols

Experience

- Significant experience of cleaning and maintenance work

Personal Qualities

- Possess the drive and enthusiasm to set high standards and lead by example while achieving agreed objectives.
- A flexible approach to work, including a willingness to work unsociable hours.
- Excellent communication and interpersonal skills.
- High self- motivation
- The ability to work independently under your own initiative and as part of an extensive high-performance team.
- A willingness to attend training courses as required for the post.
- Honest and trustworthy with a high level of confidentiality and exceptional personal integrity.
- Full and clean driving license.

Desirable

- Previous experience in a similar role.

- To assist in the upkeep and basic maintenance of First Team areas and report any hazards, faults or damages in a timely manner.
- To assist the Kit Manager in a variety of duties relating to the provision, laundering, transportation and organization of playing kit and equipment.
- Assist the Kit Manger in the transportation and set up of playing kit and equipment for Away fixtures. This will involve occasional overnight stays.
- To ensure health and safety in the workplace by ensuring compliance with all instructions relating to the use, control and storage of materials/equipment necessary for the performance of tasks.
- To accurately follow cleaning, infection control, COVID, health and safety and reporting protocols.
- Complete any administration duties relevant to the post.
- Work alongside other team members to provide support in other areas of the organisation as and when required to promote best practice.
- Any other reasonable duties requested to ensure the efficient running of the Business.

- Understanding of requirements and compliance with Health & Safety legislation for use and storage of cleaning chemicals.
- Ability to competently use industrial cleaning equipment.

This position is subject to a DBS check

This position includes long periods of walking, heavy lifting, and physical work, but reasonable adjustments will be looked into where necessary.

Reference:

Closing Date: