

# Cleaning Operative

## Job Description and Person Specification

### Position Details

<b>Position:</b> Cleaning Operative	<b>Department:</b> MK Dons FC	<b>Reporting to:</b> Kit Manager
<b>Salary:</b> TBC	<b>Contract:</b> Permanent	<b>Hours per week:</b> 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.

#### 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.
- 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.
- 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.

##### 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 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 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:**