

Job Description and Person Specification

Cleaning Operative

Position Details

Position: Cleaning Operative	Department: MK Dons FC	Reporting to: Kit Manager
Salary: TBC	Contract: Permanent	Hours per week: 25 hours per week

Overall Objective: To ensure all First Team areas are thoroughly cleaned and presented to a high standard in a effective and efficient manner.

Job Description	Person Specification
<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • 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. <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • 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 with the cleaning and organization of football equipment. • To ensure health and safety in the workplace by ensuring compliance with all instructions relating to the use, control and storage of 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • 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 <p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience of cleaning at high professional standard <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • 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 <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Understanding of requirements and compliance with Health & Safety legislation for use and storage of cleaning chemicals. • Ability to competently use industrial cleaning equipment

<p>materials/equipment necessary for the performance of task.</p> <ul style="list-style-type: none"> • 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. 	<p>This position is subject to a DBS check</p> <p>This position contains physically demanding aspects which we determine to involve the following:</p> <p>Walking – there is a lot of walking associated with this role which may exceed 5,000 steps per day.</p> <p>Standing – there will be periods of long standing, as an example there is a requirement to stand and slow walk for 30 mins while mopping a floor.</p> <p>Bending – there will be a requirement to bend while completing tasks such as cleaning floors, equipment, and skirting boards.</p> <p>Stretching- there will be a requirement to stretch while completing task such as cleaning mirrors, showers, and windows</p> <p>Lifting- there will be a requirement to lift heavy objects, such as a vacuum cleaner which weights 7kg.</p> <p>Carrying- there will be a requirement to carry heavy objects, such as a container of liquid which weights 10kg.</p>
<p>Reference:</p>	<p>Closing Date:</p>