

# **JOB DESCRIPTION: Cleaners (2 x 24 hours per week)**

<b>Department</b>	Facilities
<b>Reporting to</b>	Cleaning Supervisor
<b>Remuneration</b>	In line with National Living Wage
<b>Location</b>	All Club Sites.
<b>Contract / Working Pattern</b>	Part Time 24 hours per week (including weekends, evenings, public holidays, fixtures and events)
<b>Purpose of role</b>	To provide a high-quality cleaning service across all Club sites.
<b>Core Duties</b>	<ul style="list-style-type: none"> <li>• Cleaning of all floor surfaces, including: <ul style="list-style-type: none"> <li>○ Vacuuming</li> <li>○ Mopping</li> <li>○ Carpet cleaning</li> <li>○ Vinyl floorings</li> <li>○ Concourse &amp; Stadium bowl flooring</li> <li>○ Steps</li> <li>○ Bowl seating</li> <li>○ External areas (stands)</li> </ul> </li> <li>• Cleaning the showers and changing rooms of all sites</li> <li>• Regular use of cleaning machines ensuring general care and upkeep of these. Including ride on machines and hand driven units</li> <li>• Dusting all fixtures and fittings (skirting, radiators, window sills, desks etc.)</li> <li>• Cleaning and disinfecting toilet areas to include basins, WC, work surfaces and hand dryers</li> <li>• Ensuring toilet and washrooms areas are continuously serviced, including the refilling of dispensers.</li> <li>• Hand sanitiser monitoring across all sites and stations</li> <li>• Disposing of any rubbish for all areas of all sites following waste disposal protocols</li> <li>• Cleaning of all internal and external glass surfaces where practical</li> <li>• Waste and cleaning management pre/post-match</li> </ul>
<b>Person Specification</b>	<p>We are looking for individuals who can work under-pressure in a fast-paced environment, have strong team working skills and will strive to maintain high standards of cleanliness.</p> <p>No experience or qualifications needed. Full training will be provided.</p> <p>Understanding of COSHH is desirable, but not essential.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• Follow all Club Policies, such as Equality &amp; Diversity, Health &amp; Safety, Safeguarding, Anti-Corruption &amp; Bribery and GDPR.</li> </ul>

	<ul style="list-style-type: none"> <li>• Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole.</li> <li>• To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.</li> <li>• To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health &amp; Safety.</li> <li>• Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.</li> </ul>
<b>How to Apply</b>	<p>If you believe you have the right mix of skills for this position, please forward your CV to <a href="mailto:jobs@swanseacity.com">jobs@swanseacity.com</a> stating 'Cleaning Application' in the subject line.</p> <p>As part of our recruitment process, we ask all applicants to complete an Equality Monitoring Survey, available <a href="#">here</a>.</p> <p>This survey is completely anonymous and will not form part of the recruitment process. We ask that you are honest when completing the survey as it provides us essential information that we can use to be a more inclusive and diverse employer.</p>

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

**Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.**

**Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview**