

## Cleaner Sport Facilities

---

**Department:** Infrastructure, Housing and Environment

**Division:** Sport

**Reports to:** Duty Manager

**Grade:** MW01

**JE Ref:** IHE1114

**JE Date:** 03/10/2021

### Job purpose

Ensure that sports facilities and associated areas are cleaned and maintained to the required standards, including that the facilities are operational in accordance with all requirements relating to cleanliness and health and safety.

### Job specific outcomes

The postholder's responsibilities relate to the cleaning of sports facilities and associated areas and involve:

- Undertaking safe and efficient cleaning activities using a range of hand and machine tools, as required, paying attention to detail to ensure the sports facilities and associated equipment are clean, disinfected, and tidy to ensure a hygienic and safe environment for all customers.
- Undertake daily deep cleaning requirement for the facilities' main traffic areas as well as other routine and reactive cleaning requests as required.
- Apply the Control of Substances Hazardous to Health (COSHH) Regulations to all activities, ensuring that correct PPE is worn, where required, particularly in respect of dealing with chemicals. Ensuring all cleaning store cupboards are tidy, and that chemicals are stored correctly in accordance with COSHH.
- Ensure that facilities are well stocked with consumables, such as soap, toilet paper, and hand sanitiser to ensure a hygienic environment. Ensure the clean and tidy presentation of retail stock and replenish items as required.
- Ensure refuge areas are clean and tidy, complying with all environmental policies, and including ensuring that recyclable goods are sorted correctly.
- Ensure excellent customer service by ensuring safety measures are adhered to at all times, including standard operating procedures and emergency action plans, where required.
- The postholder is also expected to contribute to continuous service improvements, providing customer and procedural feedback to the Duty Manager. The postholder must report any suspected defects relating to the facilities, cleaning or sports equipment, as well as making suggestions for improvements that would enhance customer experience.

## Statutory responsibilities

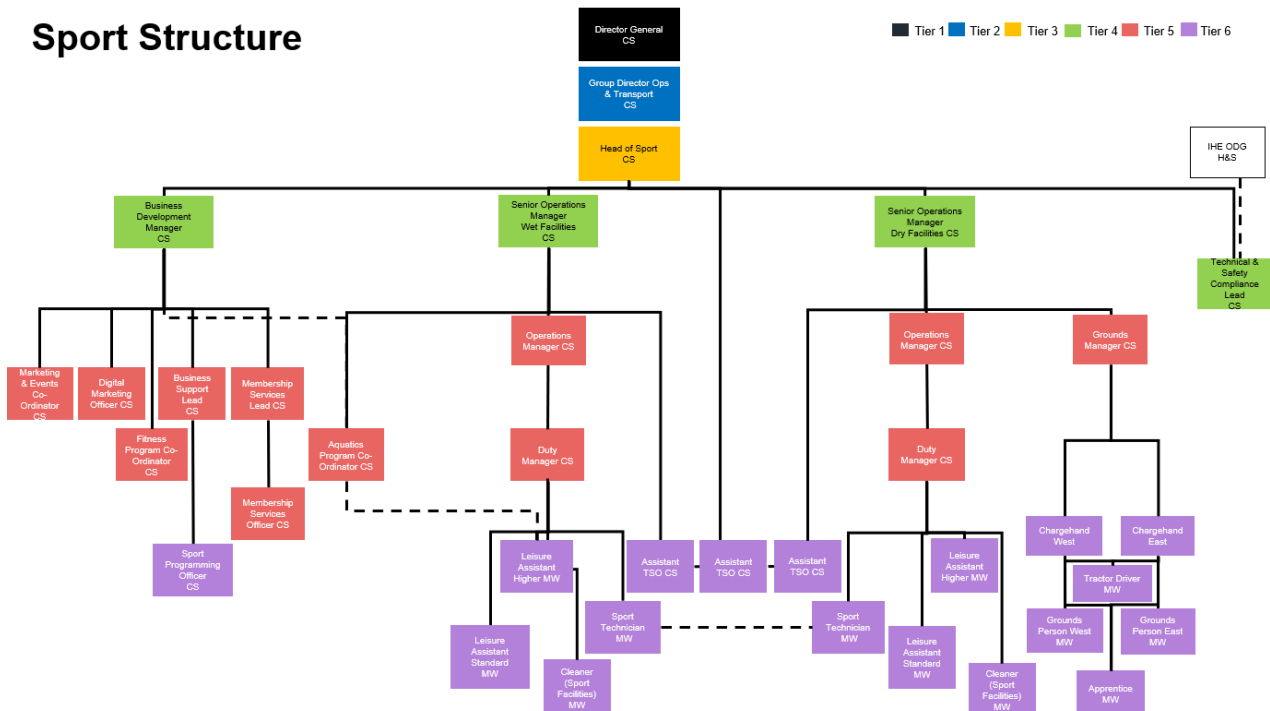
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

## Services

Cleaning Sport Facilities

## Organisational structure

### Sport Structure



## Person Specification

### Specific to the role

| ATTRIBUTES  | ESSENTIAL  | DESIRABLE   |
|---|--|---|
| <p><b>Qualifications</b><br/><i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>   | <p>No mandatory qualifications are required for appointment to the role.</p>   |   |
| <p><b>Knowledge</b><br/><i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>                                    | <p>Have an acceptable level of the English language.</p> <p>Demonstrate the ability to undertake and benefit from training and development of the skills required for the effective delivery of the role (i.e. COSHH, H&amp;S, child protection awareness)</p> | <p>Training in COSHH, Health and Safety (including Manual Handling) at Work, as well as other relevant to cleaning – delivered in the workplace or digitally</p> <p>A good understanding of health and safety issues</p> <p>Safeguarding (children and vulnerable adults) awareness</p> |
| <p><b>Technical / Work-based Skills</b><br/><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>  | <p>Use of hand and machine tools for cleaning (e.g. vacuum cleaner, steam cleaner, buffer)</p> <p>Use of cleaning chemicals</p>  |   |
| <p><b>General Skills/Attributes</b><br/><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>           | <p>Demonstrate a commitment to high standards of cleaning.</p> <p>Have the ability to work as part of a team.</p> <p>Demonstrate a courteous and polite nature.</p>  |   |
| <p><b>Experience</b><br/><i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body</i></p> | <p>An individual appointed directly to the role would be expected to have prior experience as a cleaner, including the use of both hand and machine tools, such as vacuum cleaners, steam cleaners and</p>   | <p>Familiarity with the multi-sports environment.</p>   |

|  |  |  |
|--|--|--|
| <p><i>(for example a period of post-qualification experience).</i></p> | <p>buffers, together with familiarity in using chemicals.</p> <p>It would be expected that an appointee would be experienced in working independently.</p> |  |
|--|--|--|

**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 6 core accountabilities attributes and behaviour indicators.

**Organisation chart**

**One Government Departments**

