ROTHERHAM UNITED
COMMUNITY TRUST

JOB APPLICATION FORM

HOUSEKEEPING ASSISTANT

VISION

Creating healthy, happy and active communities.

MISSION

To use our passion for helping others and the influence of Rotherham United F.C. to recognise and achieve individuals' goals, create pathways, inspire future generations and have an overall lasting impact on the community.

VALUES

Passion: Our enthusiasm is infectious, and we always go the extra mile to meet the needs of our participants.

Understanding: People are at the heart of everything we do. We listen to our community and seek to remove barriers to participation.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and deliver to the highest standards.

Respect: We treat each other with the highest regard.

Fun: Through new experiences and having fun, we come together in everything we do.

JOB VACANCY

HOUSEKEEPING ASSISTANT

Job Title:	Housekeeping Assistant
Reports to:	Finance & Operations Manager
Department:	General
Salary:	£11.44 per hour
Hours:	This is a permanent role of 15 hours per week, working either; 6am-9am Monday to Friday or, 5pm-8pm Monday to Friday.
Job Purpose:	Cleaning and maintaining a commercial building to make sure it meets any housekeeping sanitation requirements and provides a comfortable space for employees.
Contract Details:	15 hrs, Permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

Rotherham United Community Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Trust.

RUCT is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCT will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

Equal Opportunities

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- Opening and closing the building(s) (Key holder).
- Dusting and polishing furniture and fixtures.
- Cleaning desk areas and tables.
- Cleaning and sanitising toilets, showers, countertops, and sinks.
- Maintaining a clean and sanitary kitchen area.
- Washing windows.
- Sweeping/vacuuming, polishing, and mopping hard floors.
- Using any cleaning equipment such as vacuums, mops, and other cleaning tools.
- Keeping bathrooms stocked with toiletries, and other supplies.
- Monitoring cleaning supplies and ordering more as needed.
- Cleaning mirrors and other glass surfaces.
- Emptying bins and disposing of waste.
- Washing blinds.
- Tidying up rooms.
- Reporting any necessary repairs or replacements.

PERSON SPECIFICATION

- Having a friendly and engaging personality, a good communicator, able to work under pressure.
- Comfortable working with members of the public, able to initiate conversations and provide a sincere welcome and enjoy providing good service.
- Need to be willing to learn, take instruction and work under own initiative, supporting other team members and able to multitask.
- Assistants will be on their feet for most of the shift and may be required to lift and carry.
- An effective, well organised and efficient team player with a strong sense of discipline and urgency.
- Excellent standards of personal presentation smart appearance and articulate.

EXPERIENCE

- Proven experience as a Cleaner or Housekeeper.
- Ability to work with little supervision and maintain a high level of performance.
- Customer-oriented and friendly.
- Prioritisation and time management skills.
- Working quickly without compromising quality.

QUALIFICATIONS

- FA Safeguarding.
- COSHH.
- Up-to-date DBS (Criminal record check).

GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCT and Rotherham United FC in their aims, objectives, vision and mission statement.
- To ensure compliance with all relevant club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCT and Rotherham United FC.
- To keep confidential any information gained regarding the charity, club and its personnel.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time.

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