



JOB DESCRIPTION

Morecambe FC - Housekeeping Assistant	
Department	Stadium Operations
Reports to	Head of Stadium Operations
Contract	Full time, permanent
Full terms of agreement	To be discussed upon successful application
Hours of work	37.5 hours, 5 or 6 days over 7 with evening, weekend and bank-holidays required
Remuneration	Meets National Minimum Wage requirements
Holiday entitlement	To be discussed
Key internal relationships	Head of Stadium Operations, Head of Hospitality & Events, Events Manager
Purpose of the role	<p>To take care and maintain the standard of cleanliness and tidiness across our facilities, and carry out duties in accordance with best working practices.</p> <p>Our goal is to always keep our building in a clean and orderly condition, whilst identifying ways in which we can improve facilities.</p> <p>To assist in the preparation & delivery of events at the stadium as and when required.</p>
Key Tasks & Responsibilities	<ul style="list-style-type: none"> • Clean, stock and supply designated facility areas • Dusting, sweeping, vacuuming, mopping • Carry out deep cleaning and detailed cleaning tasks as directed • Maintaining an inventory of household items, uniforms, and equipment • Notifying management of any accidents, defects or maintenance issues identified • Establishing and maintaining standard operating procedures for cleaning and organising the facility • Cleaning and disinfecting equipment at the end of their shift • Follow cleaning checklist to ensure cleaning standards are

	<p>maintained</p> <ul style="list-style-type: none"> • You must be able to comply with the necessary hygiene and health and safety, COSHH regulations • To ensure all company procedures are followed at all times. • Assist in the preparation & delivery of events at the stadium as and when required.
--	---

Morecambe FC

PERSONAL SPECIFICATION

		Essential	Desirable
Knowledge & Experience			
	<ul style="list-style-type: none"> • A good standard of education including a high standard of written and verbal communication 	✓	
	<ul style="list-style-type: none"> • Experience of working in housekeeping 		✓
	<ul style="list-style-type: none"> • Experience of working with the general public 		✓
	<ul style="list-style-type: none"> • Previous experience of coping effectively with multiple tasks and prioritising own workload 	✓	
	<ul style="list-style-type: none"> • Track record delivering quality customer service and client satisfaction. 	✓	
	<ul style="list-style-type: none"> • Ability to work flexibly across a 5-day working week including evening, weekends and bank holidays 	✓	
Personal Qualities & Skills			
	Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships	✓	
	Have a polite and courteous manner and a personable approach	✓	
	Energetic and forward thinking	✓	
	Can offer solutions to problems, using initiative and common sense	✓	
	Willing to work in high pressure situations	✓	
	Confident, positive and happy speaking/interacting with people	✓	
	Be organised and have good time management skills	✓	
	Reliable and dependable at all times	✓	
	Honest, reliable and trustworthy	✓	
Safeguarding			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All Employees are subject to DBS checks, with our safeguarding officer	✓	

Other

A willingness to learn and develop as an individual through CPD	✓	
Applicants must be over the age of 18	✓	

The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures.

The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, Employee and customers.

The above Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

