



<b>JOB TITLE</b>	Janitor
<b>DEPARTMENT</b>	Facilities - Cleaning
<b>RESPONSIBLE TO</b>	Cleaning Manager / Cleaning Supervisor
<b>RESPONSIBLE FOR</b>	This role has no direct reports

### JOB SUMMARY

To ensure that a high level of cleanliness is maintained throughout Newcastle United Academy on a day-to-day basis ensuring you are helpful, approachable and take pride in your work at all times.

### ROLE RESPONSIBILITIES

- Ensure a high standard of cleanliness is maintained within allocated areas at all times;
- Adhere to health and safety rules at all times;
- Safe and proper use of, and maintenance of cleaning equipment, to include machinery (some manual handling is required);
- Ensure daily, weekly and monthly tasks are complete in a timely manner with minimal supervision
- Respond to incidents, such as spills, in a timely and professional manner;
- Maintain floors in a clean state by sweeping, scrubbing, mopping, vacuuming and buffing if required;
- Empty and clean bins and collect recycling;
- Clean and sanitise bathrooms, replenishing toiletries where necessary;
- Complete all necessary paperwork during each shift;
- Provide exceptional customer service at all times;
- Communicate effectively with the rest of the team;
- Report any equipment defects following the correct procedures and without unnecessary delay;
- Any other reasonable duties as required.

### ROLE REQUIREMENTS

- Perform duties with due regard to club policies and procedures and legislative requirements at all times;
- Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all;
- Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements;
- Undertake continuous professional development (CPD) training and/or additional training as identified or as required.



## QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE

### ESSENTIAL

- Basic criminal records check (will be carried out by the Club);
- Previous experience working in a similar role;
- Ability to work well with minimal supervision;
- Ability to manage your time efficiently;
- Flexibility to work weekdays, evenings and weekends where required;
- Strong communication skills.

### DESIRABLE

- Experience of working in a similar school/ Academy environment;
- Customer facing experience;
- Relevant – NVQ Level 2;
- Basic first aid;
- Safeguarding and/or equality training;
- GCSE, or equivalent, Level C or above in maths and English;
- Relevant industry training such as C.O.S.H.H or B.I.C.

## LOCATION

- This role is located at the Clubs player Academy, which is currently situated in Little Benton, Newcastle upon Tyne;
- The Academy provides a safe, professional learning environment for school boy and scholarship players with the objective of producing players who will go on to represent Newcastle United's first team.

## HOURS OF WORK

- 40 hours per week, working Monday to Friday either 6:30am to 3:00pm or 7:00am to 3.30pm;
- Plus weekend work as required.

## RATE OF PAY

- National Minimum Wage.

## DRESS CODE

- You are asked to dress in uniform and PPE which will be provided and should be maintained appropriately.

## CRIMINAL RECORD CHECK REQUIREMENT

This role requires a criminal records check (CRC) deemed suitable by the Club, at the following level; basic.

Where a role requires a CRC this must be obtained by the Club. The requirement of a CRC for this role is due to responsibilities relating to children under the age of 18 years and/or adults at risk of harm.



## GENERAL STATEMENT

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

## SAFEGUARDING & WELFARE STATEMENT

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

## EQUALITY, DIVERSITY & INCLUSION STATEMENT

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [www.nufc.co.uk/UnitedAsOne](http://www.nufc.co.uk/UnitedAsOne).