

**JOB  
VACANCY**

# CLEANER

## Description:

Coventry Sports and Leisure Centre are looking to recruit a number of part-time cleaners that are able to work varied hours including mornings, late evenings and weekends.

The Cleaning team is an integral part of the business and will support the company in the provision of a customer focused building cleaning service.

The successful applicants will need to be enthusiastic, flexible attitude to work and have a good attention to detail.

Department:  
Operations

Hours: Various – Part Time  
hours available

Rate:  
£7.1983

Rates will be topped up to  
£7.50 in accordance with the  
NLW for over 25s.

Closing Date:  
12<sup>th</sup> May 2017

**For more information about the role and an application pack, visit our  
website at [www.coventrysports.co.uk](http://www.coventrysports.co.uk)**

Coventry Sports Trust is an equal opportunities employer.  
An Enhanced DBS Check may be required for the successful candidate.



 [facebook.com/CovBaths1](https://www.facebook.com/CovBaths1)



 [twitter.com/CovSportsTrust](https://twitter.com/CovSportsTrust)



 [www.coventrysports.co.uk](http://www.coventrysports.co.uk)



# Cleaner



## Post Information

**Service Unit:** Operations

**Responsible to:** Duty Manager

**Contract Type:** Permanent

**Salary:** £7.1983 per hour (£7.50 with NLW)

**Location:** Coventry Sports and Leisure Centre

## Job Description

### Role:

1. To support the provision of the companies cleaning services.

### Key Objectives:

1. To ensure cleaning services meet company standards of cleanliness and safety, and where possible, exceed customer expectations.

### Key Activities:

1. Cleans, washes, mops, sweeps, buffs and vacuum cleans all designated areas.
2. Empties rubbish/waste bins.
3. Cleans toilet areas, fixtures and fitting in accordance with agreed procedures.
4. Moves furniture and equipment to assist cleaning.
5. Ensures all work that is carried out conforms to agreed procedures and appropriate standards of health and safety and maintained at all times, and immediately report all issues of health and safety that may arise to their line manager, or other appropriate manager, or take remedial action as appropriate.
6. Remains fully aware of facility normal operating and emergency action plans.
7. Promotes and establishes a culture of 'customer care', 'customer welfare' and 'quality service' among colleagues and within activities.
8. Confronts and tackles the conduct and behaviours of customers, visitors and employees, where not taking action may lead to injury or distress.

<b>Person Specification</b>		
<b>Appointment Requirement:</b> Shown as 'E' (i.e., are essential for candidates to possess before appointment will be considered), or 'D' (i.e., are desirable and may give some advantage when considering appointment).	<b>E / D</b>	<b>Assessment</b> see end note
<b>Technical Requirements</b>		
T1. Oral communication skill to converse effectively with managers and colleagues, develop empathy with, and inspire confidence in, customers, either face to face, in group situations or over the 'phone'.	E	
T2. Written communication skills sufficient to compose standard reports and complete time sheets etc.	E	
T3. Evidence of training in cleanliness and hygiene	D	
T4. Previous experience of working in a similar environment.	D	
T5. Knowledge of Health and Safety and harbours safe working practices	D	
<b>Organisational Requirements</b>		
O1. Displays a commitment to quality service provision and customer care	E	
O3. Able to recognise and challenge the causes of inequality in service delivery.	E	
O4. Willingness to tackle known or suspected breaches of Company policies and procedures, or to legislation, directly or through the support of the Supervisor.	E	
O5. Willing to integrate the concepts of 'Health and Safety' and 'energy management' in carrying out duties.	E	
O6. Advocates the Company's vision and values and complies with its Employee Code whilst carrying out duties.	E	
O7. Must comply with Company and department policies and procedures	E	
O8. Evidence of understanding the importance of confidentiality, and displays a willingness to maintain it.	E	

**Person Specification continued**

**Appointment Requirement:** Shown as 'E' (i.e., are essential for candidates to possess before appointment will be considered), or 'D' (i.e., are desirable and may give some advantage when considering appointment).

**E /  
D**

**Assessment**  
see end note

**Personal Requirements**

P1. Evidence of ability to:

- a) Work as part of a team to achieve commercial and social organisational objectives.
- b) Work independently to work programmes, seeking advice and guidance on new, complex or non-routine matters as appropriate.
- c) Establish priorities and meet priorities.
- d) Work to a number of varied and challengeable tasks.

E

P2. Evidence of flexibility to comply with daytime, evening, weekend and Bank Holiday working in order to meet programme requirements, and to meet deadlines, to attend meetings and training events, or to cover at short notice.

E

P3. Evidence of flexibility to operate from any of the Company's facilities.

D

P4. Take responsibility for the cleanliness and hygiene of the facility and address issues and enquiries in a positive manner to find an effective solution

E

**Notes**

Assessment Codes:

1= Information contained on application form      3= Probing at the Interview

2= Test      4= Documentary Evidence

D = Desirable      D\*=Highly desirable      E= Essential

**Selection Notes**

Selection requirements and working methods will comply with the Disability Discrimination Act's requirements to make "reasonable adjustments" and with all other relevant legislation – in particular, equality legislation covering race, gender, marital status and part-time and flexible working, and health and safety legislation covering 'working time' and young and pregnant workers. If you wish to discuss this further, please contact the Human Resources Team on 024 7625 2553.

**Pre – Employment Checks**

All appointments are subject to the receipt of satisfactory references and ability to comply with the Asylum & Immigration Act (1996)

**Other**

The location shown at the top of this document indicates principal location, but successful candidates may be required to work from any location from where the Company currently, or in the future, operates its business.

The Company currently operates from Coventry Sports & Leisure Centre, Moat House Leisure and Neighborhood Centre and Brandon Wood Golf Course.

The duties reflected in this Job Description should be used for guidance purposes only. All employees are required to carry out any duties commensurate to their role and salary.