



Christchurch United Football Club

Job Description

Job Title	General Cleaner
Location	Christchurch Football Centre
Accountable to	Office Manager
Accountable for	General Cleaning
Average hours per week	2 hours

ROLE SUMMARY.

The role of the General Cleaner is to ensure all workspaces and the boardroom is in a clean and tidy condition.

The goal is to keep our workspaces in a clean and orderly condition.

MAIN DUTIES & RESPONSIBILITIES.

Office clean:

- Twice weekly wipe down of all facility areas
- Twice weekly sweep of all floors
- Twice weekly mop of all floors
- Perform and document routine inspection
- Twice weekly emptying of all rubbish bins
- Once a month windows cleaning
- Notify management of occurring deficiencies or needs for repairs
- Follow all health and safety regulations

Other:

- Ensure the relationship with children, young people and adults is appropriate and demonstrate appropriate models of behavior, language and demeanor, adhering to the CUFC code of conduct.
 - To be responsible for the welfare and protection of children and young persons entrusted to CUFC. The CUFC will expect you to undertake training to ensure an understanding of best practice in relation to Child Protection and the safeguarding of children and young people in our care.
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QUALIFICATION, SKILLS and EXPERIENCE

- Can work around children
- Good level of communication and listening skills
- Knowledge of cleaning chemicals and supplies
- Proven ability to maintain confidentiality
- Excellent and up to date understanding of Child Protection and Safeguard procedures and relevant clearance

GENERAL INFORMATION.

The General Cleaner must at all times carry out his/her responsibilities with due regard to the Christchurch United Football Club policies and procedures in particular Health & Safety, Confidentiality and with regard to the Data Protection.

The General Cleaner must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimization or harassment of any description.

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

COMPENSATION.

- Full CUFC training uniform package
-NZL dollar voucher from Frontrunner
- **Discounted fee for children (to be discussed) – may not include the following; special programs, tournaments and holiday camps**

Employee's Signature:		Date:	
CUFC President / TD AD Signature:		Date:	