



Aberdeen Football Club Job Description

Name:	
Job Title:	Cleaning and Facilities Operative
Line Manager:	Cleaning and Facilities Team Leader
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
To ensure that a high level of cleanliness is maintained throughout the Club's stadium and facilities on a day-to-day basis, ensuring you are helpful, approachable, always taking pride in your work.	
Main Responsibilities/Description of Duties:	
<ul style="list-style-type: none">• 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 completed in a timely manner.• 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 toilets/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 without unnecessary delay.• Attend all home league games and events held at the Stadium on dates and times as required.• Attend all pre and post matchday cleans held at the Stadium on dates and times as required.• Work in all weathers including rain and snow.• Support the work of the maintenance team when required.• Always perform duties with due regard to Club policies and procedures and legislative requirements.• Any other work as required to support the department and Club.	
Role Requirements	
<ul style="list-style-type: none">• Ensure implementation of the clubs' health & safety, safeguarding, welfare, and equality policies to create a safe working environment for all.• Maintain an awareness of data best practice and ensure working practices are appropriate in collaboration with club's legal/compliance/other relevant functions.• Undertake continuous professional development (CPD) training and/or additional training as identified or as required.	
<i>Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and</i>	

[Employee Name] – Cleaning and Facilities Operative Job Description – June 2025



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responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:

- Previous experience in a similar role, ideally with some customer facing experience.
- Ability to work both a part of a team and independently with minimal supervision.
- Effective time management skills.
- Strong communication skills.
- Flexibility to work home matchdays (min. 15 league home games), during the season, to include weekends, evenings, and public holidays.

Desirable:

- Basic First Aid.
- Fire training.
- Legionella training.
- Formal training in manual handling and risk assessment.
- Safeguarding and/or Equality training.
- Relevant Cleaning Qualifications, such as NVQ Level 2.
- Relevant industry training such as C.O.S.H.H or B.I.C.

Signed by Employee:

Signed by Line Manager:

Date:

Date: