

Job Profile and Specification

Job Profile	
Job Title:	Temporary Part-time Cleaner
Location:	Fife Wide Base: Michael Woods Sports and Leisure Centre
Reference:	FSLT00341
Responsible To:	Duty Manager
Salary:	FCLW: £18,583 (pro-rata) Fife Sports and Leisure Trust has agreed to incorporate the Scottish Local Government Living Wage. As a result, you will be paid at least the Scottish Local Government Living Wage (£9.78 per hour) as defined by COSLA for all the hours you work. If the hourly rate of pay for the post is less than the Scottish Local Government Living Wage rate a supplement will be paid.
Closing Date:	Sunday 19 th June 2022
Interview Date	Monday 27 th June 2022
Job Purpose:	To assist members of the public and ensure that designated areas within the Leisure Centre are kept clean, tidy and safe.
Responsibilities Include:	<ol style="list-style-type: none"> 1. To clean all internal and external sports area as appropriate and other parts of the building 2. To ensure all the equipment and fittings in these areas are kept clean 3. To pick up litter and tidy area surrounding the external of the building 4. To patrol the building in order to carry out routine cleaning maintenance 5. To supervise the general safety and behaviour of the public to prevent injury, misuse or damage to the facilities 6. To undertake these duties in other Leisure Centres when required
Other Duties:	The Jobholder may be required to perform duties appropriate to the job, other than those given in the job profile. The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not, therefore, justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile.
Additional Information:	This post is temporary for a period of up to 1 year. It may be terminated earlier with 4 weeks notice given.
Hours:	20 hours per week – shift rota applies (A flexible approach to working hours is required as evening and weekend work may be necessary)

Appointment Conditions	<ul style="list-style-type: none"> • Eligibility to work in the UK • Qualifications relevant to the post • 2 References • Pre-employment Health Screening • Criminal Convictions Self Declaration form • Driving licence (if applicable) • Disclosure/PVG (if applicable)
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Personal Specification			
Attributes	Essential	Desirable	Method of Assessment
Experience	Relevant experience of working with the public	Experience of working within a leisure environment Previous working in a cleaning position	Application Form Interview References
Education, Qualification and Training	Good level of general education Willing to attend training	First Aid qualification	Application Form Interview References
Skills, Abilities and Knowledge (general)		Able to work alone and as part of a team Demonstrate a knowledge of customer care requirements Enthusiastic	Interview References
Interpersonal and social skills	Friendly personality Able to relate well to members of the public Able to communicate effectively		Interview
Health and Physical Attributes	Ability to provide regular and effective service.		References Pre-employment health screening