

<b>Job Title:</b>	Cleaner
<b>Department:</b>	Facilities
<b>Reporting To:</b>	Head of Facilities
<b>Hours:</b>	1 x 20 hours per week (15.00 pm -19.00 pm, Mon-Fri)
<b>Location:</b>	St. Andrews
<b>Contract:</b>	Part-time Permanent

**Job Purpose**

The R&A, the governing body for the Rules of Golf worldwide (excluding the USA and Mexico), is seeking to recruit experienced cleaning staff to join this famous established organisation. Primarily based in Forgan House, St Andrews this role is to maintain the high standards of cleanliness and hygiene throughout the organisation’s various buildings, including the British Golf Museum.

Although hours are negotiable, a degree of flexibility is of the utmost importance to provide cover across our premises and assist other members of the team.

**Job Description**

**ROLE AND RESPONSIBILITIES**

While the role may vary depending on the experience of the successful applicant, the core responsibilities will be:

- Perform cleaning of communal areas, stairwells and offices within identified areas
- Empty waste receptacles daily and dispose of rubbish to a designated area
- Wash, dust, vacuum floors, clean walls, doors, windows and fixtures of all identified areas
- Provide cover to other buildings within St Andrews, including the British Golf Museum, as well as our premises in Kingsbarns

**QUALIFICATIONS AND EXPERIENCE**

- Experience of working to high standards of cleanliness and hygiene
- Proven ability to learn system and procedures
- Delivering excellent levels of customer services

**SKILLS & ATTRIBUTES**

- Trustworthy and reliable
- The ability to work unsupervised
- Excellent attention to detail
- Smart appearance
- Good communication skills

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectation to Laura Kane – [recruitment@randa.org](mailto:recruitment@randa.org) prior to the closing date of 22<sup>nd</sup> February 2019.

*How your information will be used.*

*In order to progress your application, for administrative purposes, The R&A will record, keep, and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy, which we may invite you to apply for, following which we will delete it.*

*If you have any questions about The R&A's use of your data, please contact us.*

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.