

Job Title:	Cleaners
Department:	Facilities
Reporting To:	Head of Facilities
Hours:	15 hours per week (Mon-Fri – AM & PM roles available)
Location:	St. Andrews and Kingsbarns
Contract:	Temporary – 12 months July 2020 – July 2021

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. Working in our St Andrews and Kingsbarns’ offices, this role is to maintain the high standards of cleanliness and hygiene throughout the organisation’s various buildings.

A high degree of flexibility is of the utmost importance to provide cover across our premises and assist other members of the team. Quality work and reliability is critical, particularly under the current circumstances. The successful applicants will be required to work flexibly between buildings and additional hours will be available to cover holidays, busy periods and illness.

Own transport would be advantageous.

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 as required across our 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
- Flexibility

To apply for this vacancy, please send your C.V. and covering letter to Juliet McGill on – recruitment@randa.org prior to the closing date of 8 July 2020.

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.