 SPORT IRELAND NATIONAL SPORTS CAMPUS	General Operative	Doc Reference No.	NSC/GO/01
Author:	HR Manager	Revision No.	01

JOB DESCRIPTION

Job Title: General Operative

Job Location: Sport Ireland Campus

Contract Type: Roles are available on a Full or Part Time basis.

Reports to: Duty Manger

JOB PURPOSE:

The Sport Ireland Campus is a multi-site national sports venue. In addition to providing facilities for elite athletes, multiple sporting academies are delivered across the campus on a weekly basis. Throughout the year national and international events and competitions are hosted in the Sport Ireland National Indoor Arena and Aquatic Centre. Aquazone, an indoor water park, is in the Sport Ireland National Aquatic Centre.

The role is available on a Full or Part Time basis. A variety of shifts are available to accommodate personal/college commitments for part time staff.

Operating hours are Mon-Fri 05:30 -24:00 and weekends 07:00-21:00


This role is a mix of cleaning and general operative duties on the campus and will involve manual handling, lifting, moving of equipment and other physical general operative tasks which are necessary to operate each of the buildings on the Campus. It also involves working at the reception in the Multi-Sport Pitches.

KEY RESONSIBILITIES

Ensure the highest standards of cleanliness and hygiene throughout Campus facilities at all times.

Cleaning duties include:

- Glass and mirror cleaning
- Shower and toilet cleaning.
- Floor cleaning
- General litter removal (bins)
- Daily deep clean activities of assigned areas.
- Vacuuming of assigned office locations.
- Power washing of assigned areas.
- Exterior car park cleaning (litter, bins emptied, steps power washing).

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General duties include

- Assist with the set up and take down for events at the campus.
- Stewart if required on event days (crowd and car park control)

Multi-Sport Pitches reception include.

- Booking management.
- Act as gatekeepers for the pitches.
- Answer phones.
- Answer questions.
- Give directions and manage the flow of traffic in the building.
- Greets anyone who enters the building.

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description.

JOBHOLDER ENTRY REQUIREMENTS:

- Previous experience in the leisure industry would be an advantage.
- Previous cleaning experience in a similar environment is desirable.
- Previous experience of working at the reception.
- Full driving license – mandatory
- Fluent oral and written English essential.

Key Behaviors


A candidate must reflect the company's core values of:

Excellence

- Always looking for ways to improve
- Accept responsibility to drive improvements
- Demonstrate professionalism and have expectations of our own performance and that of others
- Demonstrate a commitment to teamwork
- Adopt a positive approach to change

Respect

- Treat others as we would like to be treated
- Value different cultures and beliefs
- Display respect for and awareness of individual differences
- Seek out, listen and respect the ideas and opinions of others

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- Engage in honest and direct communication at all levels in the organisation

Integrity

- Show accountability for our decisions and actions
- Develop and encourage open and honest work practises
- Take personal responsibility for our actions
- Deliver on actions we have promised

Customer focus

- Research and fully understand our customers' needs
- Do the ordinary things extraordinary well
- Go beyond what is expected by every customer
- Surprise ourselves with how much we can do