Undeb Myfyrwyr
Prifysgol De Cymru
University of South Wales
Students' Union

Cleaning Assistant- Job Description & Specification

Contract Type: Fixed, ending 30th June 2027
Salary: In accordance with the National Minimum Wage / National Living Wage, depending on age.
Location: Treforest
Hours: Monday to Friday schedule, working from 5:30am to 10:00am (22.5 hours per week)

Purpose of the role

To maintain high standards of cleanliness, hygiene and presentation throughout a large, multi-floor Students' Union building. The role will support a busy and varied environment, including social venues, offices, study areas and event spaces, helping to provide a clean, safe and welcoming environment for students, staff and visitors.

Key Responsibilities

1. **Cleaning and Presentation**

- Clean and maintain areas across all floors of the Union buildings, including bars, event spaces, offices, meeting rooms, toilets, corridors and stairwells.
- Carry out routine cleaning duties including sweeping, mopping, vacuuming, dusting, polishing and sanitising.
- Pay particular attention to high-traffic and high-touch areas to maintain appropriate standards of hygiene.
- Replenish consumables, including soap, toilet paper and paper towels, across all facilities.
- Support pre-event and post-event cleaning requirements as required.
- Carry out scheduled deep-cleaning duties.
- Monitor stock levels of cleaning products, consumables and equipment and request replenishment or replacement supplies in a timely manner to ensure services can be delivered effectively.

2. **Health, Safety and Compliance**

- Follow all agreed Union health and safety procedures and ensure that work is carried out safely at all times.
- Take responsibility for maintaining a safe working environment.
- Follow agreed fire safety procedures and support the safe evacuation of buildings where required.
- Report hazards, accidents, incidents and near misses in accordance with Union procedures.
- Use appropriate personal protective equipment (PPE) and follow safe working practices when undertaking relevant duties.
- Ensure cleaning products, equipment and other facilities-related materials are used in accordance with relevant instructions and safety requirements.
- Display appropriate wet-floor signage and take reasonable steps to minimise risks to building users during cleaning activities.

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- Ensure cleaning equipment, materials and chemicals are used, stored and maintained safely and appropriately.
- Report any maintenance, repair or cleanliness issues that require further attention.

3. General

- Provide a friendly, professional and helpful service to students, staff, visitors, contractors and other users of Union facilities.
- Respond positively to facilities-related requests and queries, escalating issues to the appropriate person where necessary.
- Open the SU building and ensure the main doors are unlocked, and the facility is ready for use by 08:00 each day.
- Lock up and secure designated areas of the building as required.
- Report any security concerns, damage or building access issues promptly.
- Participate in relevant training and Continuing Professional Development (CPD) as required to support the effective delivery and development of Union services.
- Remain flexible and undertake other reasonable duties within the scope of the role as required by the Union.
- Contribute positively to the continuous improvement of facilities, working practices and services.
- Work in accordance with the Students' Union's values, policies and strategic objectives.
- Maintain professional boundaries and confidentiality.
- Promote and uphold a culture of dignity, respect, equality and inclusion, treating all colleagues, students, officers, volunteers and external partners fairly and with professionalism at all times.

Person Specification

Criteria	Essential	Desirable
Knowledge & Skills	•Good understanding of cleanliness and hygiene standards. •Ability to follow instructions and procedures. • Ability to identify and report maintenance, health and safety or cleaning-related issues.	• Knowledge of COSHH requirements. • Manual handling training • Understanding of the role of Students' Unions and student representation in higher education. •Ability to communicate through the medium of Welsh (spoken and/or written) or a willingness to

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	• Good communication and customer service skills. • Ability to work reliably and consistently with minimal supervision.	develop Welsh language skills.
Experience	• Experience carrying out general cleaning and maintaining high standards of hygiene and presentation. • Experience of following health and safety procedures.	•Experience of using professional cleaning equipment and chemicals.

Applications must be submitted by 10/11/2026. We reserve the right to close this vacancy early if we receive a high volume of applications, so we encourage candidates to apply as soon as possible.