



Apprentice – multi-skilled

Vacancy Reference No: 9

Job purpose:

As an apprentice, you will work with the maintenance team on various issues across the stadium. You will work in accordance with all relevant safety legislation, relating to health, safety and the environment.

Principal accountabilities:

General Maintenance:

- Provide general maintenance support to the management team, including basic plumbing, joinery, brick work repairs and painting/decorating to areas of the stadium and communal areas, floors, walls and carpets.
- Working with maintenance support staff on all maintenance issues.
- Report any damage or maintenance issues.
- Inspect the stadium and training ground at regular intervals and designated periods.

Grounds Maintenance:

- Work with maintenance staff on grounds maintenance issues including courtyards, car parks, gardens, internal and external areas.
- Tidying grassed areas, debris collection, edging, weeding, pruning of shrubs and trees.
- Keep all areas free of rubbish.

Manual/Heavy lifting:

- Dispose of damaged items to skips and bin areas, including heavy items.
- Move new furniture/boxes to all areas of the stadium as required.
- Replace damaged items with new goods.

Building Presentation:

- Be responsible for cleaning materials and products issued and to advise office staff when supplies are low.
- Remove rubbish from stadium when required.

Health and Safety:

- Ensure keys are signed in and out each shift.
- Report health or hygiene issues.
- Comply with health and safety requirements, safety legislation and understand the effects of the legislation with regards to the work environment.

General:

- Complete daily timesheets recording tasks completed.
- Have confidence to deal with staff and clients as necessary.
- Working across multiple sites may be required occasionally.
- Comply with any reasonable instructions by management team.
- Continually work to high standards.



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Candidate requirements:

Essential:

- Excellent people skills to work with staff and customers at all levels.
- Organisational and administrative skills.
- Ability to use own initiative and take on responsibility when required.
- Ability to problem solve.
- Discreet and able to maintain confidentiality.

Desirable:

- Hold (or have predicted grades) GCSE or equivalent to five C grades or above in English, Maths and Science and two other subjects.

Closing Date: 31.05.2018

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk.

Submitted CVs must contain at least two references and should specify current salary and salary expectations.