



Job Advert

Job title:	Academy Kit Assistant
Employer:	Reading Football Club
Location:	Training Ground, Madejski Stadium
Contract:	Permanent, Full Time
Salary & Benefits	£20,000.00 per annum <ul style="list-style-type: none">• Paid day off to celebrate your birthday• Employee Assistance Programme with free access to help, advice, and support• Complementary home match ticket• 25% off full priced Reading FC merchandise• Auto-enrolment into the Club's pension scheme (depending on eligibility)• Group Life Assurance benefit (death in service cover)
Hours of work:	37½ hrs per week to include evening & weekend working
Department:	Academy
Reporting to:	Kit Manager

Job purpose

To ensure that football kit and equipment is prepared and presented to a very high standard in a timely manner
To ensure that the laundry service at Reading Football Club is maintained and delivered to a very high standard and quality

Main duties

- To be responsible for all Academy laundry, including sheets and towels
- To gather used kit from Dressing Rooms and/or transit vehicles.
- To travel to U23 away matches transporting appropriate kit and equipment
- To have a robust plan in place to ensure all kit and equipment can be provided to all Academy age groups in a timely manner
- To wash, dry, fold and put away the playing kits used in both training sessions and matches.
- To operate laundry equipment and dryers in accordance with the safe operating procedures
- To maintain a high standard of presentation and hygiene in the performance of these duties.
- To maintain high standards of work, keeping the whole work area of the Kit Department clean, neat, tidy and organised.
- To observe product data sheets in matters of Health & Safety in personal protective equipment (PPE) and control of substances hazardous to health (COSHH).
- To prepare the kits for the start of each new season
- To be sensitive to the privacy and individual needs of all internal stakeholders
- To carry out any other tasks as instructed by your line manager
- To respond to all enquires within Reading Football Club Charter guidelines.
- To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice
- To act in a manner that supports the Club's Vision and Values at all times

Person specification

	Essential	Desirable
Qualifications	•	•
Experience	<ul style="list-style-type: none"> • Experience of working with large scale laundry equipment 	<ul style="list-style-type: none"> • Experience in working within an elite sport environment
Knowledge	<ul style="list-style-type: none"> • Knowledge of COSHH regulations 	•

Skills	<ul style="list-style-type: none"> • Ability to use Microsoft Office programmes including Word, Excel and Outlook • Ability to work without direct supervision • Ability to work to tight deadlines • Ability to prioritise workload 	•
Attitude	<ul style="list-style-type: none"> • Proactive approach to work • Excellent time keeping 	

Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group

Closing date for applications:	12 noon, Monday 23 rd November 2020
Contact:	Please send a cover letter and your CV to recruitment@readingfc.co.uk