

Venues Hygiene & Safety Assistant (Flex)

DEPARTMENT: Social Enterprise: Venues (Foundry & Fusion)

DEPT PURPOSE: To operate a commercially successful and vibrant hospitality environment that delivers exceptional service while generating vital reinvestment for the Students' Union.

REPORTING TO: Venues Manager, Venues Assistant Manager, Hygiene & Safety Supervisor

**PURPOSE OF
ROLE:**

To maintain exceptional cleanliness, venue safety and operational hygiene standards throughout club nights, live gigs, and events within the Students' Union's venues.

KEY RESPONSIBILITIES

Opening	Preparing the venue and H&S cupboard for the event by completing all H&S set up procedures and conducting all relevant opening checks.
Routine Checks	Conducting continuous, systematic walkthroughs of assigned rooms & bathrooms in the venue every 15 minutes; ensuring cleanliness and actively clearing hazards & debris on sight according to the correct procedure.
Spillage & Hazard Control	Rapidly responding to radio calls and visual sightings of floor spillages or other hazards in the venue to mitigate any risks to customers and staff.
Biohazard Clean-up	Immediately executing strict procedures for clearing bodily fluids and other biohazards in the venue safely as they arise.
Waste Disposal	Proactively monitoring venue bins and managing their capacity by removing full bin bags, relining the bins immediately & disposing the waste correctly.
Compactor Management	Oversee the compactors throughout the shift, running cycles regularly to prevent overfilling & immediately reporting any mechanical faults.
Blockage Resolution	Actively responding to and clearing plumbing blockages & floods in the toilets & urinals while adhering to the relevant procedures.
Bar One Duties	When assigned to a Bar One H&S shift, reporting directly to the Bar One Manager on arrival and completing all duties & procedures in Bar One.
Record Keeping	Ensuring accurate documentation by recording all biohazards, spillages, breakages, floods, incidents and checks on the relevant log sheets.

Closing	Clearing the smoking area & completing all closedown procedures thirty minutes before venue closure.
Clear Up	Conducting final checks of the venue & bathrooms, clearing any remaining biohazards & spillages and completing all closedown procedures.
Compliance & Safety	Operating in strict accordance with all policies & procedures, especially those relating to Health & Safety, COSHH Training and the Food Safety Act, to maintain a safe, hygienic & legal environment for all guests & staff.
Workplace Conduct & Culture	Maintaining a safe, respectful and inclusive working environment by adhering strictly to the Students' Union's Dignity at Work policy.
General	Other such duties as may be reasonably prescribed, appropriate to the responsibilities of this post.

PERSON SPECIFICATION

EXPERIENCE

1	ESSENTIAL: No formal experience required. A full induction, procedural checklist walk-through and on-shift coaching are provided.
2	DESIRABLE: Previous experience working in cleaning, facility maintenance, hospitality or late-night club environments.

SKILLS & PERSONAL ATTRIBUTES

3	Observation & Pace: A sharp eye for identifying environmental hazards, spills or mechanical faults quickly within high capacity crowds.
4	Resilience: The ability & stamina to work late-night shifts inside a loud, high-pressure event environment, with a practical, professional attitude toward handling unpleasant waste and biohazards.
5	Availability: Flexibility to work core weekly late night events (especially Wednesdays & Saturdays) regularly during term-time and a commitment to working during vital trading periods (Freshers' Week, Halloween Week, UXD, Varsity and Summer Social Week).
6	Reliability: Punctual, organised and proactive with availability, communication, shift commitments and performance.
7	Initiative: Self-motivated and proactive; continuously identifying and tackling tasks that need doing without requiring direct supervision.