Preston North End Football Club
First Team Training Ground
Euxton Lane
Euxton
Chorley
PR7 6FA

Job Specification

JOB INFORMATION	
AVAILABLE POSITION	**First Team Laundry Assistant**

WHO WE ARE

Preston North End Football Club is a professional football club in Preston, Lancashire, whose first team currently play in the English Football League Championship. Preston North End's stadium is situated in the heart of Preston, within the ward of 'Deepdale.' The club operates over five sites to incorporate the first team, the academy, the Preston North End Community and Education Trust (PNECET), the administration team, and the stadium. Most of the sites are in Preston, and one is in Euxton, Chorley. Preston North End FC was officially formed in 1880 and was a founder member of the Football League in 1888. Our aspirations are to achieve promotion and play in the Premier League, and we want you to help us get there.

JOB SUMMARY – First Team Laundry Assistant

To provide a professional, efficient, and reliable laundry service for the First Team squad and coaching staff, ensuring all playing kit, training wear and associated clothing is cleaned, dried, folded, organised and prepared to the highest possible standard.

The successful candidate will take pride in their work, demonstrate excellent attention to detail and understand the importance of maintaining high standards within a professional football environment.

DEPARTMENT & TEAM	Football Operations / First Team
PAY/REMUNERATION	£13.90 per hour (£18,070 per annum)
CLOSING DATE	Friday 4th of December at 5pm

SHORTLISTING & INVITATIONS SENT FOR INTERVIEW	Monday 7th of December 2026
INTERVIEW DATE (IN-PERSON)	Friday 11th December 2026
LOCATION	You will be based at the First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA.
WORKING HOURS	Your normal hours of work will be from 4pm to 8pm, Monday to Friday, with one day off during the week, and flexible working hours each Sunday, as agreed in advance. Your minimum working week will be 25 hours. On occasion, the requirements of your role may necessitate working additional hours beyond your contracted hours. Every effort will be made to keep these occasions to a minimum; however, working hours may vary depending on the responsibilities and operational needs of the role.

WHAT YOU CAN EXPECT IN RETURN

- A club uniform.
- Further training and development opportunities.
- A complementary PNE season ticket for each League fixture.
- Access to staff discounts.
- Onsite free parking.
- Appropriate continuous professional development for the role.

You will also benefit from collaborating with an outstanding team of accomplished professionals across a range of diverse, exciting, and varied departments.

Find out more by visiting our website: www.pne.com.

JOB REFERENCE	PNE - 1253

POSITION IN THE ORGANISATION	
Specify who the job holder reports to	First Team Kit Manager
Specify who reports to the job holder	N/A
Specify who the job holder interacts with while conducting the role	Kit Manager, Kit Assistant, first team staff and on occasion, the first team players.

ROLE AND RESPONSIBILITIES

Key Responsibilities

1. **First Team Laundry Operations**

- Manage the daily washing, drying and preparation of all First Team playing kit and training wear.
- Ensure all training clothing, match kit, base layers, tracksuits, jackets, towels, and other garments are processed efficiently.
- Separate clothing appropriately by colour, fabric type and washing requirements.
- Select the correct washing programmes, temperatures, and detergents to protect garments and maintain their quality.
- Ensure all items are dried, folded, and stored correctly.
- Maintain a consistent turnaround or laundry to meet the daily demands of the First Team schedule.
- Prioritise urgent laundry requirements around training sessions, matchdays and travel.

2. **Kit Preparation and Organisation**

- Ensure clean training wear and kit are returned to the correct storage areas.
- Assist with sorting and organising individual player training clothing.
- Ensure all garments are presented neatly and ready to use.
- Identify and report damaged missing or heavily soiled items to the First Team Kit Manager.
- Assist with the preparation and organisation of clean kit for training sessions and matchdays.
- Support the management of laundry stock, including towels, bibs, and other training equipment.

3. **Training Ground and Matchday Support**

- Provide laundry support around the First Team training schedule.
- Ensure all training kit is processed promptly following training sessions.
- Support matchday laundry requirements following away fixtures, overnight stays, and team travel.
- Be flexible to support the changing demands of the First Team training schedule and matchday fixtures.

4. **Equipment and Laundry Room Maintenance**

- Keep the laundry room clean, tidy, and organised at all times.
- Ensure washing machines, tumble dryers and other equipment are used correctly and maintained to a good standard.
- Report any equipment faults or maintenance issues promptly.
- Ensure laundry products and cleaning materials are stored safely and replenished when required.
- Follow all relevant health and safety, COSHH and manual handling procedures.

5. **Professional Standards and Teamwork**

- Work closely with the First Team Kit Manager and wider kit department to ensure the smooth running of daily operations.
- Demonstrate a positive, hardworking, and professional attitude at all times.
- Maintain confidentiality and discretion when working within the First Team environment.

- Take pride in delivering a reliable and high-quality service to players and staff.
- Be adaptable and willing to assist with other reasonable duties within the kit department when required.

General Responsibilities

The post holder will be expected to comply with all Club policies and procedures, including health and safety, equity, diversity and inclusion, safeguarding, confidentiality, and data protection requirements.

The duties and responsibilities outlined above are not exhaustive, and the post holder may be required to undertake other reasonable duties appropriate to the role and the needs of the First Team Kit Department.

ESSENTIAL SKILLS AND EXPERIENCE
1. Good organisational skills with the ability to manage workload and prioritise tasks.
2. Excellent attention to detail.
3. A reliable, punctual, and hardworking approach.
4. Ability to work independently.
5. Good understanding of laundry processes, garment care, and hygiene standards.
6. Flexible approach to working hours, including bank holidays and weekends.
7. A positive attitude and willingness to learn.
DESIRABLE SKILLS AND EXPERIENCE
• Previous experience working in a laundry, housekeeping, hospitality, or kit management environment.
• Experience working within a professional football club or sporting environment.
• Understanding technical sportswear, performance fabrics, and specialist garment care.
• Experience operating commercial washing machines and tumble dryers.
PERSONAL ATTRIBUTES
• Hardworking and dependable.
• Proactive with a strong work ethic.
• High levels of personal pride in the quality of work delivered.

• Approachable, professional, and respectful.
• Able to work under pressure and respond to changing priorities.
• Understands the importance of discretion, teamwork and representing the Club positively.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the club.

Equity, Diversity, and Inclusion Statement

Deepdale, the home of Preston North End Football Club, is one of the most iconic buildings in the City of Preston and it can accommodate over 20,000 people.

The influence a football club can have on its local community cannot be underestimated, the potential footfall within our stadium and associated premises offers opportunities to positively increase connections with our fan base and wider communities. Equity, Diversity, and Inclusion are held at the core of all our operations. Whether you are a player, official, employee, volunteer, spectator or visitor, Preston North End Football Club welcomes people from all backgrounds and is committed to the prevention and eradication of all forms of discrimination.

#ONENORTHEND

The club's ED&I committee are working towards making Preston North End Football Club as accessible as possible for all, removing barriers, and providing opportunities to engage with diverse communities through our #OneNorthEnd campaign. Preston North End Football Club has a zero-tolerance approach to any form of hateful or discriminatory behaviour and encourages anyone who witnesses such behaviour to report this to the club using one of the appropriate methods as detailed on: Equity & Diversity - Preston North End FC

We all have a shared interest and passion in seeing the success of Preston North End Football Club.

Football is for everyone and should be enjoyed by all who wish to take part in it.

Safer Recruitment

All staff, volunteers, and partners whose role involves working with children, young people and vulnerable adults are required to undertake DBS vetting at an enhanced level. All offers of employment on these identified roles are subject to a satisfactory outcome of the DBS process. All employees or volunteers will be required to complete an EFL self-declaration form.

You will be required to provide details of referees for the previous five years working history or education. Any gaps in work history must be accounted for.

Safeguarding Statement

Preston North End Football Club and Preston North End Community and Education Trust are committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse the commitment.

Everyone has a role to play in safeguarding, and we strive to ensure that staff and volunteers are well informed and know how to recognise abuse, and what to do if they have a concern. The successful applicant will be expected to undertake mandatory safeguarding training.

Health & Safety

You are reminded that you have a statutory duty to observe all Health & Safety rules and take reasonable care to promote the Health & Safety at work of yourself and fellow employees.