

PUBLIC FACILITIES OPERATIVE

JOB DESCRIPTION –April 2022

1.0 GENERAL INFORMATION

Post Title	Public Facilities Operative
Responsible to	Deputy Town Clerk
Reporting to	DLF Supervisor
Primary Location	Ludlow
Responsible for	Carrying out cleaning of the Town's public conveniences and Council buildings as required
Pay	NJC Scale SCP 3-4 £18, 887- £19,264 (£9.82-£10.01 per hour) pro rata
Hours and days	Thursday to Saturday inclusive 22.5 hours
Conditions of Service	As per Green Book
Date Prepared	April 2022

2.0 JOB PURPOSE

- 2.1 To maintain a high standard of cleanliness in Town Council buildings including Castle Street, Smithfield and Linney Riverside Park Public Conveniences, Ludlow market, the Guildhall and the Buttercross, and other sites as required.
- 2.2 To be a representative of the Town Council, who is welcoming and willing to provide relevant tourism and local information to visitors and local people in Ludlow.
- 2.3 To work with other team members in support of local events.

3.0 RESPONSIBILITIES AND TASKS

- 3.1 To be a key holder for Town Council premises and facilities.
- 3.2 To manage a float and provide change for Castle Street public conveniences.
- 3.3 To carry out a rota of cleaning tasks in Town Council buildings including Castle Street, Smithfield and Linney Riverside Park Public Conveniences, Ludlow market, the Guildhall and the Buttercross, and other sites as required. Undertake litter picking at the Linney if required and instructed by the DLF Supervisor.
- 3.4 Carry out all tasks in accordance with COSHH and other Health & Safety requirements relating to each operation.
- 3.5 Undertake daily checks of facilities and report safety and maintenance tasks to the DLF Supervisor.
- 3.6 Carry out a weekly stock-take and report any supply levels at each facility to the DLF Supervisor.
- 3.7 Visit the Guildhall twice a week to clean the premises, empty the bins.
- 3.8 Carry out other related tasks as may from time to time be necessary relating to all buildings in the ownership or responsibility of the Town Council, as instructed by the DLF Supervisor.

4.0 PERSONAL REQUIREMENTS

ESSENTIAL

- 4.1 Good time keeping
- 4.2 Ability to follow agreed procedures relating to all tasks.
- 4.3 Ability to work alone with the minimum of supervision and also work as part of a team.
- 4.4 Willing to undertake Health and Safety training
- 4.5 To be capable of withstanding the physical demands of the job.

DESIRABLE

- 4.6 Previous experience of a similar role
- 4.7 Hold a full driving licence.
- 4.8 Be familiar with appropriate Health and Safety legislation.