

PUBLIC FACILITIES OPERATIVE

JOB DESCRIPTION

1.0 GENERAL INFORMATION

Post Title	Public Facilities Operative
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 £24,796- £25,185 pro rata £12.85 - £13.05
Hours and days	Thursday to Saturday inclusive (22.5 hours)
Conditions of Service	As per Green Book
Date Prepared	March 2026

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 other sites as required.
- 2.2 To work with other team members in support of local events.

3.0 RESPONSIBILITIES AND TASKS

- 3.1 To ensure a high standard of cleaning is always maintained. To carry out a rota of cleaning tasks to include:-

Public Conveniences

- Castle Street
- Smithfield
- Linney Riverside Park
- The Guildhall

To include toilet cubicles, WCs, handbasins, walls and surfaces, doors and floors at:

Ludlow Market

- To litter pick the market and surrounding area to ensure it is left clean at the end of each market day.

Guildhall - Thursday

- To clean all offices including vacuuming, dusting, wiping surfaces and emptying the bins.
- To clean the main hallway including vacuuming, dusting/wiping surfaces and emptying bins.
- To clean the staff toilets including toilet cubicles, WCs, handbasins, walls and surfaces, doors and floors.
- To remove refuse sacks and ensure all access ways are clean and clear of obstructions.
- To clean the kitchen to include hoovering, mopping, wiping of surfaces, washing up and cleaning the sink, monitoring and cleaning the fridge and cleaning the microwave.

And other sites as required.

- 3.2 Undertake litter picking at the Linney if required and instructed by the DLF Supervisor.
- 3.3 To manage a float and provide change for Castle Street public conveniences.
- 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 To be a key holder for Town Council premises and facilities.
- 3.8 Visit the Guildhall Thursdays to clean the premises and empty the bins.
- 3.9 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.
- 3.10 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 Cleaning experience.
- 4.2 Experience of working in a public place and interacting with members of the public.
- 4.3 Experience of litter picking.
- 4.4 Experience of working with minimum supervision and also work as part of a team.
- 4.5 Experience of carrying out tasks with COSHH and other legislation in relation to cleaning.
- 4.6 To be capable of withstanding the physical demands of the job.
- 4.7 Able and willing to travel independently between multiple sites without access to a vehicle, including on foot where required.
- 4.8 To be prepared to undertake all training, including online training.

DESIRABLE

- 4.9 Previous experience of being a keyholder.
- 4.10 Experience of handling cash.