

**FACILITIES OPERATIVE  
JOB DESCRIPTION**

**SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL  
CANDIDATE. SALARY RANGE GRADE 2/2\* SCP 10 – 12**

**(FULL TIME AND PART TIME)**

**OBJECTIVE:** To maintain all the Town Council's properties and areas in a clean, tidy and safe condition fit for use, under the supervision of the Operations Manager and the Town Clerk at all times. You will be responsible for the cleanliness and preparation of facilities for hire including health and safety, fire awareness and security. To do well in this role you should have previous experience in cleaning, be skilled in customer service and be flexible in your approach. To ensure good staff and public relations are maintained and to project a friendly and co-operative image at all times.

**DIRECTLY RESPONSIBLE TO:** Town Clerk

**ROLE & RESPONSIBILITIES:**

- To action daily schedules issued by the Town Council for the hire of the premises. To be flexible in attending either side of the booking and to liaise with the hirer for any last-minute changes and requests.
- Attend to the preparation of facilities in respect of cleaning and the provision of hired equipment as appropriate.
- To inform the office of the condition of the building after hire to allow for deposits to be repaid promptly
- To inform the office including photo evidence of any hirer not meeting the conditions for the deposit to be repaid.
- Carry out cleaning to the standards required by the Town Council and in accordance with the specification for the building and daily/ weekly / monthly and annual cleaning schedules.
- Ensure that equipment is used and stored in the appropriate manner
- Ensure that cleaning materials are used correctly to the manufactures recommendations and stored appropriately
- Report any incidents of damage/defect to the Town Clerk
- Undergo 'on the job' training to develop a high level of cleaning skills
- Carry out all duties with due regard to Health & Safety in all matters
- To lock, unlock and secure the site perimeter as required
- To lock, unlock and secure the building as required (and set alarm if required)
- To routinely test the Fire Alarm on a weekly basis.
- To routinely test the Emergency Lighting on a weekly basis.
- To routinely check the first aid boxes.

- Any other task that is appropriate in the cleaning of the establishment
- To provide an annual deep cleanse of facilities as and when considered necessary.
- Wear any Personal Protective Equipment (PPE) provided and maintain this in good working order

The Town Clerk reserves the right to transfer an employee to any establishment in the locality of Hedge End to undertake alternative caretaking/cleaning services.

### **Keys**

Keep all keys to buildings and honour their security accordingly. Where keys are not assigned to an individual to sign these in/out of the key store as required.

### **Administration**

- Keep a full diary of works/accidents/issues.
- To maintain and use plant equipment and machinery in accordance with Health and Safety at Work requirements and Manufacturers recommendations. To ensure all machinery is in a safe condition for normal use.
- To provide cover, if required, whenever reasonably practical for other posts within the caretaker/cleaner's responsibilities and grade.

### **Additional Duties**

As stated by the Operations Manager or Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

## **SPECIFICATION AND REQUIREMENTS**

### **Essential:**

- Good Timekeeping
- Conscientious and ability to take personal responsibility for the standard of work carried out
- Ability to communicate at all levels
- Ability to undertake a range of cleaning activities
- Ability to check blueprints, repair manuals, or parts catalogues as necessary.
- Ability to work in an organised and methodical manner
- Ability to use own initiative
- Ability to maintain high standards of cleanliness in accordance with the requirements

- Clean and smart appearance
- Wear Personal Protective Equipment (PPE) where provided
- Willingness to work flexibly
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.

**Desirable:**

- Proven experience of general cleaning activities
- Working at heights
- Knowledge of Health & Safety Issues (General and Control of Substances Hazardous to Health – COSHH)