



ST AGNES PARISH COUNCIL

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Vacancy: Maintenance team support / Facilities Operative (cleaner)

Part-time: June – September: 27 hours per week over 6 days; Other months: 19 hours per week over 3 days

Permanent

Salary Scale Point 7 (£10.63ph) with pay review within the first year

Starting ASAP in 2022

St Agnes Parish Council requires a Maintenance team support / facilities operative to deliver first class services for the local community and visitors. This is a split position whereby applicants will be required to work with the maintenance department in the mornings and then work independently in the afternoons cleaning.

The Parish Council manage the Public Rights of Way (PROW) across the parish and a section of the South West Coast Path. Our maintenance team care for and manage hedges and trees, bus shelters, benches and public green spaces. The Council are responsible for public toilets facilities at Porthtowan, St Agnes (Churchtown) and Trevaunance Cove, and will strive to make them the best facilities in the region.

This is a new role within the Council, and the successful candidate will work closely with the maintenance team at various sites - three sets of public toilets, two car parks, a library, the Council office building, 2 allotment sites, cemeteries and various other spaces in the Parish. This second assistant handyperson role is an important element of the Council's expansion and the successful candidate will be supervised by the maintenance team leader and helped to settle into the role and establish a sensible work pattern. The Council's Environment & Property Manager will work closely with the handyperson and assistant handyperson to establish work routines, and the successful candidate must be able to work effectively as a team member and be able to take instruction. The post holder will be key to portraying a strong and positive public image of the Council.

Annual leave entitlements are 22 days (pro rata) plus two extra statutory days, and the post-holder must be available to cover sickness leave for the Council's other facilities operative and maintenance team from time to time. Adjustments will be made to offer time off in lieu for bank holidays. The successful candidate will need to have access to their own transport, and travel between the sites will be reimbursed at 45p per mile.

The Council is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 18.7%) and all its employees are entitled to join if they request to do so. The position is permanent.

To apply, a completed application form must be submitted by the deadline date. This can be by email, post, or in person. CVs can also be submitted alongside application forms, but CVs alone will not be considered.

Closing date: 16th August 2022

The Start date is ASAP.

For an application form and further details please visit www.st-agnes-pc.gov.uk, or contact epmanager@stagnes-pc.gov.uk or 01872 553801.

Job Description: Facilities Operative

Purpose: To maintain high standards of cleanliness within the Parish Council's public toilets facilities and buildings and assist the maintenance team.

The specified split in the roll and cleaning times and locations are as follows:

June – September inclusive

Monday – Friday 3 hours in the mornings - maintenance team support – various sites across the Parish tasks to be undertaken (but not limited to) PROW maintenance, strimming, pruning, hedge cutting, mowing and litter picking.

Monday – Friday 2 hours cleaning in the afternoons across two sites: Trevanunce Cove and Porthtown.

Saturday afternoons 3 hours cleaning at Trevanunce Cove, Porthtown and Churchtown
(afternoon hours are flexible but must be completed before 6pm)

October – May inclusive

Thursday – Saturday- 3 hours in the mornings - maintenance team support – various sites across the Parish tasks to be undertaken (but not limited to) strimming, pruning, hedge cutting, mowing, PROW maintenance, litter picking and assisting with projects such as painting.

Thursday – Saturday - 3 hours in the afternoons cleaning at Trevanunce Cove, Porthtown, Churchtown and the Library an additional hour on a Thursday.

(afternoon hours are flexible but must be completed before 6pm)

General Main duties/responsibilities

- Carry out daily cleaning tasks, including replenishing of consumables where necessary, ensuring that appropriate cleaning schedules are devised and followed and that high quality standards have been met.
- Undertake periodic “deep cleans” alongside colleagues as instructed by the Council.
- Be aware of health and safety responsibilities as an employee with particular note to COSHH.
- Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting, consumables ordering.
- Be courteous and friendly to members of the public as the ‘face’ of the Parish Council.
- Take a flexible approach in order to meet the service user requirements.
- Undertake other duties that may be required from time to time within the general scope of the post.

Person Specification: Facilities Operative

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • Good literacy and numeracy • Full driving licence 	<ul style="list-style-type: none"> • Health and Safety training • COSHH training
Experience, skills and knowledge	<ul style="list-style-type: none"> • Previous experience of cleaning duties. • Practical DIY skills. • Practical gardening experience -strimming, mowing and using hand held and battery operated tools • Excellent interpersonal skills. • Excellent communication skills and ability to work with line manager. 	<ul style="list-style-type: none"> • Working knowledge of Health and Safety at Work Act and COSHH regulations. • Local knowledge of St Agnes/Porthtowan. • Basic plumbing experience.
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic and self-motivated with a strong work ethic. • Takes responsibility and displays accountability. • Methodical and well organised. • Scrupulous attention to detail. • Friendly manner with the public. • To have accommodating and cooperative working relationships with colleagues. • Excellent communication and teamwork. • Willing to attend training as necessary. 	<ul style="list-style-type: none"> • Proven ability to react and adapt to situations if circumstances change.
Additional information	<ul style="list-style-type: none"> • Physical fitness for undertaking cleaning tasks. • Access to a car/ability to get to the various sites. • Ability to work flexible hours. 	