

## JOB PROFILE

<b>Directorate:</b>	Commercial and Economic Development
<b>Service Area:</b>	Economic Development and Regeneration
<b>Job Title:</b>	Public Conveniences Operatives
<b>Grade:</b>	A
<b>Post Number:</b>	W102
<b>Base/Location:</b>	Charnwood Borough Council Offices
<b>Responsible To:</b>	Markets, Fairs and Town Centre Operations Manager
<b>Responsible For:</b>	Nil Staff
<b>Key Relationships/ Liaison with:</b>	Toilet Supervisor

### Job Purpose

- To be responsible for the opening/cleansing and evening closing of various Charnwood Borough Public Conveniences as and where directed.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

1.	To open and close (Town Centre and Queens Park) public conveniences as directed.
2.	To carry out all cleansing routines as directed, including all sanitary ware, mirrors, fittings, adjacent walls, floors and associated items providing a high standard of cleaning at all time.
3.	To operate cleaning equipment and use cleaning materials as required, in accordance with health and safety requirements.
4.	Report items of maintenance and/or repairs, which are required to be carried out to the Public Conveniences.
5.	To carry out all these duties having regard for personal safety and not to become involved in situations where risk of personal injury could be anticipated.
6.	Respond to Radio Calls from the Police/Retail Shops via Retail Radio or other Network radio.
7.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination. You will need to cover other public convenience staff in their absence to maintain service delivery.
8.	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's

	establishments.
9.	You will need to work within COSHH regulations.
10.	You may be expected to work shifts to cover the hours between 8.30am and 6pm. Monday to Sunday. You may also be required to work Bank Holidays.
11.	You will be required to wear a uniform at all times.
12.	You must work in accordance with the Public Convenience Staff Standard Operating procedure.
13.	The post requires working at various locations throughout the Borough according to service pressures.
14.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
15.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
The nature of the work may involve the jobholder carrying out work outside of normal working hours.	

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Prepared by:** Markets Fairs and Town Centre Manager

**Date Prepared/Revised:** 28th March 2022

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	Essential	Desirable
<b><u>Qualifications</u></b>		
Demonstrable experience identified within the section below.	✓	
<b><u>Experience</u></b>		
Previous experience in all aspects of commercial cleaning.	✓	
<b><u>Skills / Knowledge</u></b>		
Knowledge of operating commercial cleaning machinery.	✓	
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
<b><u>Interpersonal Skills</u></b>		
Good verbal communication skills.	✓	
<b><u>Disposition/Attitude</u></b>		
Able to work on own initiative.	✓	
Able to work in a team.	✓	
<b><u>Other requirements</u></b>		
Able to work in a team.	✓	
Reliable.	✓	
Able to undertake additional hours if required.		✓
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	

	Essential	Desirable
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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