

JOB DESCRIPTION - Liskeard Town Council

Post Title: FACILITIES ASSISTANT

Post Reference: LTC/2026/FacAssistant

Job Grade: SCP 5 (subject to review 1st April 2026)

Contracted Hours: 25 hours per week

Contracted Days: Monday to Sunday (regular evening and weekend work required)

Responsible To: Facilities Manager

Based At: The Public Hall, 3–5 West Street, Liskeard, PL14 6BW

Car User: No

Job Description Date: 17 January 2026

Annual Leave: As per NJC Guidelines

Politically Restricted Post: No

Enhanced DBS Check Required: No

Main Purpose of the Role:

To support the smooth day-to-day operation of the Town Council's facilities, ensuring buildings, grounds, and public areas are clean, safe, secure, and well maintained.

Overall Responsibilities:

The Caretaker/Cleaner is responsible for cleaning, building care and basic maintenance, adhering to Health & Safety procedures, maintaining the security of buildings while on duty, assisting with the upkeep of Town Council greenspaces, providing customer care, and undertaking basic administrative duties. Uniform and PPE is provided.

Specific Responsibilities:

Cleaning Duties:

- Part of the team responsible for cleaning offices and meeting rooms, toilets, kitchens, and communal areas in the Public Hall, the public toilets located at Westbourne Car Park, Sungirt Car Park and Dean Street and the museum and Tourist Information Centre.
- Empty bins and dispose of waste correctly, including recycling and green waste
- Sweep, mop, vacuum, and dust all assigned areas
- Clean and polish windows and brass
- Keep building entrances clean and weed free
- Replenish consumables (e.g. toilet paper, soap, paper towels) as required
- Monitor stock levels of cleaning materials, consumables, and equipment and advise the Facilities Manager of any requirements

Building Care & Basic Maintenance:

- Carry out minor repairs (e.g. changing light bulbs, painting)
- Report faults, defects, or damage to the Facilities Manager
- Ensure heating, lighting, and water systems are operating efficiently
- Set up and clear down rooms for meetings and community events
- Wind the town clock

Health & Safety:

- Follow all Health & Safety procedures and safe working practices
- Use cleaning chemicals and equipment safely and in accordance with COSHH Regulations
- Carry out safety checks, including weekly checks of fire alarms, defibrillators, and related equipment
- Remain constantly aware of personal and public health and safety, reporting any concerns immediately to the Facilities Manager or Town Clerk

Security Responsibilities:

- Open and close buildings as required (keyholder)
- Monitor premises to prevent vandalism or unauthorised access
- Respond appropriately to emergencies, incidents, and equipment failures

Grounds & External Areas:

- Litter pick parks and open spaces owned and/or managed by the Town Council
- Inspect paths, gates, and fences and report any issues
- Clear pathways and cut back vegetation
- Check play equipment for vandalism, graffiti, and damage
- Carry out maintenance tasks at the Town Council's allotment sites e.g. repairing fences, gates, marking out plots
- Assist with the maintenance of flower beds, trees, and planted areas
- Carry out cleaning and minor repairs to street furniture, including benches, signs, and noticeboards

Customer & Public Interaction:

- Be polite, helpful, and professional when dealing with councillors, staff, and members of the public
- Represent Liskeard Town Council positively at all times
- Support Town Council events such as Liskeard Lights Up, Mayor Choosing, Remembrance Day Parade, and similar events

Administrative & Team Duties:

- Maintain cleaning and maintenance records as required
- Work independently and as part of the Facilities Team
- Undertake training and personal development as identified with the Facilities Manager
- Attend meetings, briefings, and training sessions as required
- Collaborate with colleagues to improve standards, efficiency, and service delivery

Technical Support:

- Assist with the set-up and breakdown of lighting and audio equipment for events
- Support the Facilities Team in maintaining effective and safe use of technical equipment

Other Duties:

- Undertake any other duties commensurate with the post as requested by the Facilities Manager

Physical Requirements – able to carry out essential physical requirements of the role

Equality and Diversity - Liskeard Town Council is committed to promoting equality and diversity and welcomes all sections of the community. The Council aims to ensure that no one receives less favourable treatment on the grounds of protected characteristics. For further information - <https://www.liskeard.gov.uk/wp-content/uploads/Equality-and-Diversity-Policy-JULY-23.pdf>.

Working Hours and Flexibility - The role requires flexibility in working hours, including evenings and weekends, in line with operational requirements. Any additional hours worked may be reclaimed as Time Off in Lieu (TOIL), in accordance with Council policy.

UPDATED 17.01.2026