SUDBURY TOWN COUNCIL

Town Hall, Old Market Place, Sudbury, Suffolk, CO10 1TL
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01787 372 331

26.10.2026

SUDBURY TOWN COUNCIL - JOB VACANCY

Street Care & Grounds Maintenance Operative, Operations Team

There is an option for:

P/T 30hrs per week or **F/T 37hrs per week position**

Do you love Sudbury? Do you care about our town and green spaces? Sudbury Town Council are currently recruiting for a Street Care & Grounds Maintenance Operative to join our team with a focus on keeping Sudbury town centre, the public toilets and the Town Council's green spaces maintained to the highest standards.

Sudbury Town Council is the 'grassroots' tier of local government, we are close to the local community and committed to delivering projects, services and events that make Sudbury a better place to live, work and visit.

The cleanliness and attractiveness of Sudbury town centre is a priority for The Council, and we are now looking to recruit an enthusiastic, self-motivated individual who shares our passion for Sudbury to work in the role of Street Care & Grounds Maintenance Operative.

The Council's Operations Team is responsible for a broad range of duties including maintaining our cemetery, allotments, closed churchyards and open spaces to a high standard, operating our twice-weekly outdoor Charter Market, keeping Sudbury's public toilets clean and well stocked and maintaining a high level of street cleansing in Sudbury town centre.

You will be based at The Town Hall in Sudbury, but all your work will be external across Sudbury town centre working to a seasonal schedule and day-to-day operational need. It should be noted that flexibility will be required, including earlier/later starts on occasion with weekend working.

Post:	**Street Care & Grounds Maintenance Operative (Operations Team)**
Reporting to:	Projects Manager
Working Hours:	For a **Part-time role: Working 30hrs/ week** across 4 days at approx. 7.5hrs / day to the following consecutive pattern: **Sunday, Monday, Tuesday, Wednesday**. **or** For a **Full-time role: Working 37hrs/week** across 5 days at approx. 7.5hrs / day to the following consecutive pattern: **Sunday, Monday, Tuesday, Wednesday, Thursday.** **Please indicate if you are applying for a part-time or full-time position in your application.** Normal working hours will be 08:00 – 16:00, in the summer months shifts often start earlier and end earlier.

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	Depending on the tasks, business need and the time of year, applicants must be willing to work flexibly with early mornings common place and late evenings occasional. All hours worked between 06:00 to 22:00 are considered 'normal working hours'.
Salary Grade:	The Town Council welcomes applications from both drivers and non-drivers, however, please note due to the extra responsibilities associated with work-based driving requirements, this is reflected in the pay scales as below: SCP3 @ £13.28/hr – with potential for performance-based progression to £13.92/hr (non-driver). SCP6 @ £13.92/hr - with potential for performance-based progression to progression to £14.83/hr (driver).

MAIN JOB PURPOSE – STREET CARE

1. To maintain high standards of street cleansing to ensure Sudbury town centre is always kept clean and tidy to the highest possible standards.

2. To maintain high levels of cleanliness at Sudbury's public toilet facilities (at time of writing, the Gaol Lane facilities) at all times, to include daily deep cleans.

3. To carry out any other tasks required or set by Sudbury Town Clerk or the Management team for the benefit of the town and local community.

4. To be a help to the public and an ambassador for the town of Sudbury.

DUTIES AND RESPONSIBILITIES

1. Working on your own, and as part of a wider team, you will be undertaking a full range of street cleansing tasks including sweeping, cleansing, weeding and removing litter from the highway and public areas as well as maintaining the Council's street furniture and assets to a high standard of cleanliness including bins, benches, signage, bus shelters and floral planters.

2. To take responsibility for the cleanliness, and stocks of both town centre toilet facilities: Gaol Lane (and Hamilton Road when re-open). You will be required to close and undertake a thorough 'top to bottom' deep clean of both facilities at the end of each of your shifts, securely locking the facilities after cleaning so they are at the best possible standard for re-opening the next day.

3. Liaising with the relevant manager, to maintain stock level records and report requirements for restocking all cleaning products, equipment and toilet stock including toilet rolls, soap etc.

4. To maintain clean and orderly cleaning cupboards ensuring all cleaning products and equipment are stored neatly and in accordance with H&S regulations.

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5. With relevant training, to safely operate and care for all tools, machinery and specialist cleaning chemicals to enable best outcomes of town centre care. This includes but is not limited to: 'Billy Goat' street cleaner, pressure washer, water bowser, anti-graffiti wipes and all handheld tools and equipment required for the role.

6. Locking and unlocking facilities operated or owned by Sudbury Town Council. Identifying potential public security issues within Sudbury.

7. Clearing up litter and various waste materials (including dog fouling) within the town centre.

8. Portraying a positive image of Sudbury Town Council and its partners. This requires all staff to be clean and appropriately dressed in uniforms and personal protective equipment supplied by Sudbury Town Council. All Operations team members are required to display a positive, friendly and helpful attitude when engaging with the public. This includes not taking breaks in view of the public whilst wearing Council uniform.

9. To attend relevant training courses as may be required by the council. To ensure that all required certifications relevant to the job role are obtained and kept updated. This includes but is not limited to Roads and Streetworks qualification, Standpipe qualification, all Safeguarding, etc.

10. To support the maintenance of Sudbury Town Council's floral displays (contracted out), including watering town centre displays in the summer (May – October) and removing all litter from planters as part of normal street cleansing duties.

11. To work as safely as possible having regard to other members of staff and the public in accordance with all risk assessments and the Health and Safety at Work Act 1974.

12. With relevant training, utilising powers of enforcement as granted to the Town Council by the police under the Community Safety Accreditation Scheme (CSAS), alongside any other powers of enforcement, as may be delegated to the Town Council, to combat crime and environmental issues.

13. Collecting and/or removing any unauthorised flyposting including posters/notices/signs etc. erected around the town.

14. To report unauthorised activity to the relevant authority this will include but is not limited to incidents of fly-tipping, abandoned vehicles, Highways defects and criminal damage within Sudbury town centre.

15. To support the operations of the Council's Market on Thursdays and Saturdays providing street cleaning support in the market vicinity on Market Hill, Old Market Place and King Street. To assist with waste management associated with the market, including flat-packing and separating general, food and recyclable waste.

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Grounds Maintenance duties:

16. Working with the Operations Team to carry out the grounds maintenance of all areas under the control of the Town Council including, but not limited to, the cemetery, the Croft, Mill Acre and closed churchyards in the Town Council's care.

17. The Allotments: Conducting allotment inspections and recording any issues. Turning over the soil in allotments when there is a change of tenant (where requested), undertaking seasonal hedge and tree works and maintaining pathways as required by business need.

18. Ensuring that all vehicles being used by the Operations Team are cleaned regularly, inside and outside. This should be as often as necessary to portray a positive image of the council and its partners.

19. Responding to complaints from members of the public as directed by The Projects Manager, or other manager.

20. To carry out all tasks required to maintain areas under Sudbury Town Council's responsibility to the highest possible standard as directed by The Town Clerk and management team.

ADDITIONAL INFORMATION

21. This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes within the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

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Person Specification – Operations Team Member
Methods of assessment: **Application** – detailing relevant paid or voluntary experience (A), 'On site' **Interview** (I), Certificate (C)
The successful candidate will demonstrate that they can meet the following specifications:

	Essential	Desirable	Method of Assessment
Qualifications	Streetworks qualification (this may be gained after employment but must be obtained during the probation period).	HSE First Aid or equivalent. Current full Driving licence. No endorsements on driving licence.	A, C
Experience	Experience of working in the public realm in a grounds maintenance, cleaning, preferably maintaining public facilities, toilets or in a street care role.	Experience in a comparable public realm position.	A, I
Skills & Knowledge	A passion for preserving and enhancing our local environment. Takes initiative and is self-motivated. Knowledge of Sudbury.	Knowledge of role of all three tiers of local authority and Sudbury Town Council's responsibilities. Knowledge of environmental issues and a passion for making positive eco-friendly changes in our ways of working.	A, I
Personal Attributes	A positive 'can-do' attitude. Ability to work with minimum supervision. A good general level of physical fitness.	A problem solver. Attention to detail and using your initiative.	A, I
Other	A commitment to undertake all training courses required for the role, including but not limited to: Street Works Certifications, First Aid, Standpipe, Health & Safety Training.		A, I