

JOB DESCRIPTION

JOB TITLE:	Market Hall Caretaker	JE NUMBER: A12243
DIRECTORATE:	Leisure, Culture and Community Wellbeing	BAND: 4
RESPONSIBLE TO:	Market Hall Caretaker Supervisor	
RESPONSIBLE FOR:	n/a	
MAIN PURPOSE OF POST:	To provide an efficient and effective caretaking service to the Market Hall, Assembly Rooms, Meeting Rooms and Office Suites ensuring the security, toilet provision and general appearance of the building are maintained in accordance with the required standards.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To open and close the Market Hall in accordance with the requirements of the service and to act as a key holder and attend in case of an emergency.
2.	To report emergencies in the case of faults with gas, electric and water supply to the Supervisor or, when not immediately available, Markets and Pavements Manager.
3.	To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
4.	To maintain appropriate safety records including intruder alarm and portable electrical equipment log books, repair orders and heating system record book.
5.	To implement the emergency evacuation procedures for the Market Hall in the absence of the Supervisor.
6.	To observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
7.	To be responsible for maintaining the security of the premises in accordance with the Market Hall Security Procedure.
8.	To regularly patrol the malls, communal areas and service areas during the opening hours of the Market Hall.
9.	To assist in the day-to-day activity in the Assembly Rooms and Meeting Rooms, any hirer requirements for room setting out is actioned in a timely manner.
10.	To assist, when required, in staffing of any function booked in the Assembly Rooms.
11.	To ensure that the hirers of the Assembly Rooms and Meeting Rooms have understood the emergency evacuation procedures.
12.	To ensure a high standard of cleanliness is maintained at all times in the public toilets and that hourly checks are undertaken and logged for inspection. All consumables are replenished as necessary.
13.	To administer basic First Aid, when called upon, to staff, tenants and members of the public, alternatively co-ordinate a First Aid response from Pavements Security.
14.	To maintain good relationships with the tenants, both retail and office based.
15.	To dispose of waste materials in a safe, hygienic manner to the designated disposal point.

16.	To provide first line maintenance of fixtures and fitting and minor repairs as a temporary measure after break-ins, vandalism etc.
17.	To monitor the cleaning services provided at the Market Hall, liaising with the Supervisor as appropriate to ensure the effective operation of the cleaning contract.
18.	To clean light fittings and to test lighting systems weekly. Reporting any issues as required.
19.	To comply with the requirements of Health and Safety and all other relevant Council policies.
20.	Any other duties which are equal/similar to the responsibility level and grade of the post.
21.	To be aware of, and implement, the Council's Equal Opportunities Policy

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	✓
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	✓

Flexible approach to time of work, with ability to work Bank Holidays, evenings and weekends as required by the needs of the service.	YES	✓	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	✓	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Market Hall Caretaker	JE NUMBER:	A12243
DIRECTORATE:	Leisure, Culture and Community Wellbeing	DATE:	August '20

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Good verbal communication skills.	Application Form Interview
•	Understand safe working practices and health and safety legislation.	Application Form Interview
•	Manage aggression and resolve conflict.	Interview
•	Knowledge of C.O.S.H.H. and Legionella	Application Form Interview
•	Knowledge of correct toilet cleaning procedures.	Interview
•	Fire Warden trained.	Interview
•	Be well-organised and capable of prioritizing own work.	Interview
•	Understanding of safe Manual Handling practices.	Interview
•	Ability to work flexible hours.	Interview
Desirable		
•	Ability to carry out general repairs.	Interview
•	Have some understanding of building construction and design.	Interview
EXPERIENCE		
Essential		

•	Previous Caretaking role and or building maintenance experience	Application Form
•	Working with the public and tenants	Application Form
•	Managing Conflict	Interview
•	Identifying hazards and responding to them	Interview
Desirable		
•	Experience in evacuation procedures.	Interview
•	Previous work with waste compactors, waste management and re-cycling of waste	Interview
QUALIFICATIONS		
Essential		
•	Basic level of secondary education	Qualification / Certificates
Desirable		
•	Health & Safety certification	Qualification / Certificates
•	First Aid certificate	Qualification / Certificates
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form Interview

COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 1		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 1		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 1		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and</p>	Interview
Level: 1		

	candid way.	
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 1		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
Level: 1		
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
Level: 1		
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 1		

Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level: 1		