**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Warden |

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| **Directorate:**  | Corporate | **Division/Section:**  | Youth, Leisure and Communities |
| **Grade:**  | 3  | **JE Reference:** | 0403 |

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| **Job Purpose** |
| Responsible to the Service Manager for providing a flexible housekeeping service at the Castleshaw Centre, in order to ensure efficient service delivery to Schools, the Youth Service, and other customers. |
| **Key Tasks** |
| 1. Organise the safe and efficient running of the Castleshaw Centre building and grounds with support and supervision from the service manager.
2. Ensuring that evacuation procedures are followed in the event of a fire alarm being activated during working hours.
3. Carry out cleaning assignments in the centre, ensuring that the building is kept clean, tidy and safe for our customers, and supervise any casual staff assisting with domestic tasks.
4. Review and implement existing practices and procedures and ensure health and safety legislation is complied with.
5. Undertake porterage and light maintenance duties as required. Pro-actively monitor and report building and grounds maintenance issues that cannot be handled in house.
6. Undertake other housekeeping duties as required for residential and day visit groups, including the planning of good quality nutritious meal menus, purchasing food, preparing and serving meals, washing up and ensuring that adequate stocks of clean linen are available by delivering to and collecting from the laundry.
7. Maintain appropriate records of food stocks and usage. Monitor and keep records of fridge freezer temperatures. Monitor, record and re-supply of other centre stocks e.g. fuel and cleaning supplies.
8. Promote and encourage safe working practices for children and young people, staff and visitors in accordance with appropriate risk management and health and safety legislation.
9. Receive and check deliveries when required, and deal with contractors and other visitors to the centre.
10. Arrange for both routine and non-routine opening and closing of the centre and grounds and attend the site outside of normal working hours in emergencies, liaising with the emergency services as required.
11. Apply all security procedures for the centre and grounds and test security systems at specified intervals and maintain a log of outcomes.
12. To report regularly to the service manager appropriate issues as they arise. This will involve working to develop and improve the service and to overcome specific problems.
13. To monitor the provision and use of heating and lighting and ensure its effective use to ensure optimum sustainability within an eco-friendly environment.
14. To be an identified key holder for the centre’s buildings and grounds.
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| **Standard Duties:** |

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| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Headteachers, Teachers, Youth Workers, adults and children visiting the centre, Contractors, Casual Staff, Volunteers working at the centre, Centre Staff. Contact with staff from other departments as necessary. |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:**  | Service Manager |
| **Responsible for:** | Casual staff assisting with domestic tasks |

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| **Special Conditions:** None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:* **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
* **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
* **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
* **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
* **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
* **Respect -**We recognise and welcome different views and treat each other with dignity and respect.
* **Democracy -**We believe and act within the principles of democracy and promote these across the borough.
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| Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 7/12/2023 | Joseph Myhill & Jodie Barber | Outdoor and Environmental Education Service Manager & Head of Service |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Warden

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| Education & Qualifications | The postholder must be literate and numerate.The postholder must hold or be prepared to take qualifications relevant to the role (including Food Hygiene Certificate, D1 mini bus license and relevant Health & Safety courses). The postholder must hold a full driving licence | D1 minibus driving license | A, IA, IA |
| **Experience** | Experience of maintaining a clean environmentExperience of light (very basic) maintenance Experience of purchasing and storing food appropriately | Experience of working effectively in a team Experience of working with members of the public | A, I |
| **Skills & Abilities** | The ability to plan and cook a range of well balanced, nutritious, good quality, meals for visiting groups. Ability to follow the guide lines detailed in the cleaning specification.Ability to communicate effectively with a wide range of people.Ability to work on own initiative and as part of a team.Ability to work to deadlines.Willingness to undertake any relevant training. | A demonstratable interest in food, cooking and developing inspiring meals | A, I, T |
| **Knowledge** | Knowledge of what good customer/client care looks likeBe able to use modern day cleaning techniques.Some knowledge of Health & Safety Regulations and good practice | Good knowledge of Health and Safety regulations and outstanding practiceKnowledge of good food hygiene practice | A, I |
| Work Circumstances | Willing to work some weekendsBe able to work with a flexible approach.Subject to DBS clearance |  |  |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**