

Job specification



Job title: Caretaker
Service: Economic Development, Markets Team
Grade: G3
Reporting to: Town Centre Officer (Markets)

Your job

Your job will be to assist the Markets Team in maintaining clean and presentable markets across the borough. You will be part of a team that provides a proactive, efficient service that promotes positivity in the borough ensuring a safe, clean and customer friendly offer. You will form part of a friendly and hardworking team and will be involved in maintaining high levels of cleanliness across the service which will include building and open space cleaning, general DIY tasks, security, and customer care.

Together with your team colleagues you will be responsible for delivering The Deal for the Future. The Deal is an informal contract between the Council and our residents. We recognise as a council that we need to change the way we behave in order to make our vision reality.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Be able to operate the service's cleaning and waste machinery.
- Be able to provide key holding responsibilities for all sites.
- Assist with relevant job risk assessments.
- Be flexible in terms of working locations and shift patterns to meet the needs of the service.

On an ongoing basis you will:

- Communicate effectively with colleagues and members of the public.
- Be the Council's "eyes and ears" when working in the markets.
- Carry out effective building and open space cleaning and maintenance.
- Clean public toilets.
- Carry out sweeping, litter picking and refuse removal.
- Ensure that all work is carried out in a safe manner and in line with relevant health and safety legislation and corporate procedures.
- Report any concerns regarding health & safety, building defects or working practices to your line manager.
- Be available to work weekends to meet the needs of the service.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements: -

- The ability to work on Saturdays and Sundays.
- Have experience of building security.
- To have a positive attitude and be approachable.
- Experience of customer care.
- A flexible attitude in terms of shift patterns and working extra hours at short notice.
- General DIY skills.
- The ability to work using your own initiative.
- Be physically fit and able to lift and carry heavy weights.
- Effective communication skills: you will be in contact with members of the public as well as work colleagues.
- You will have a friendly and approachable nature and always portray a positive “can do” attitude.

You will be required to work 5 days from 6 with Saturday being a working day. Some Sunday working will be required to meet the needs of the service.

This is a part-time position working 18 hours per week and is based at Leigh Market, but you may at times be required to work from other sites.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.