

Job specification



Job title: Caretaker

Service: TCU/Markets

Grade: G3

Reporting to: Tony Fletcher

Your job

Your new job will be to assist the organisation in maintaining clean and presentable town centres and markets. You will be part of a team that provides a proactive, efficient service that promote positivity in the borough.

The role is part of the Town Centre Unit which currently covers Wigan and Leigh town centres and Wigan, Leigh and Ashton markets. 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 a 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 responsibility for all sites.
- Assist with relevant job risk assessments.
- Be flexible in terms of working locations and shift patterns as the needs of the service dictates.

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 borough.
- Carry out effective building and open space cleaning and maintenance.
- Clean public toilets.
- Carry out sweeping, litter picking and refuse removal.
- Carry out basic maintenance of market equipment.
- 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 and safety, building defects or working practices to your line manager.
- Be available to work weekends as the needs of the service dictates.
- 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.
- 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.

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 **Be 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

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough