|  |  |
| --- | --- |
| **CARETAKER**  **SALARY GRADE: HBC3: 05-06** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Free Car Parking at HBC sites * Extensive employee benefits platform including discounted shopping, car leasing ,gym membership, wellbeing hub and Employee Assistance Programme     *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| |  | | --- | | About the Job |   To assist in providing a Caretaking Service which ensures that the Council’s primary corporate and library facilities are run and managed effectively and that they are fit for purpose, and meet the needs and aspiration of the public, councilors and staff alike. | |
| The Caretaking team are a part of Facilities Management who sit within the Operational side of Property Services.  The team are based primarily at both Runcorn Town Hall and the Municipal Building but work across a number of our corporate sites.  Shift working will be a requirement of this post, generally the caretaking service operates both a day shift and split shift and officers will be required to work both.  The team are responsible for various tasks, below is a list of functions that the Caretakers generally carry out, this is not exhaustive however and other functions will be undertaken from time to time.  More specific responsibilities include:   |  | | --- | |  | | Taking of meter readings where necessary | | | Transportation and delivery of various goods between council Buildings and occasionally collection of goods from outside suppliers.  Patrol of grounds and car parks to ensure they are being used appropriately, inclusive of litter picking and gritting of icy paths when necessary | | | Moving of furniture and setting out of rooms for meetings, seminars etic, in various council owned buildings | | | Provide cover for reception areas, including passing messages, mail, etc to staff and councilor’s | | | To assist in, the evacuation of certain buildings during fire alarm activations, bomb alerts etc and contacting emergency services as necessary and carrying out weekly fire alarm tests where necessary | | | Carry out minor janitorial type repairs and renewals e.g. replacing light bulbs etc. in various council owned buildings | | | Provide cover for buildings when evening meetings occur. | | | To be responsible for checking that buildings are empty, secure and alarmed. | | | To assist the cleaning staff in removing rubbish bags to the bins at certain corporate sites | | | Undertake any other duties and responsibilities as may be assigned from time to time by the Principal FM Officer or her team which are commensurate with the grade of the job | | | |
| About You | |
| You will be:  Self-motivated and be capable of using own initiative.  Willing to take on any duties that are reasonably requested of them by the FM Ancillary Services Officer or Principal FM Officer.  Willing to work a shift system.  Able to drive and hold a valid driving license  The role involves regular travel across the borough and sometimes further afield. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
|  | |  |
|  | |  | |
|  | |