

Job Title	Caretaker
Division/Location	Barnsley, Town Centre Markets
Reporting to	Area Supervisor
Weekly Hours	As advertised
Grade/Salary	As advertised

Job Description
The Role:
Working as part of a multi-disciplinary caretaking team with the responsibility of assembly and maintaining of the market stalls.
Main Responsibilities:
<ul style="list-style-type: none"> Carrying out operational duties including erection and dismantling of parasols, trestle tables and lighting as required, litter picking, bin emptying, cleansing of the area, winter maintenance duties and driving vehicles. Being responsible for the general maintenance both internally and externally of the premises ensuring it is a safe environment for staff, service users and visitors . Liaising and collaborating with contractors and colleagues to ensure safe systems of working are adopted. Undertaking minor repairs and maintenance to premises and equipment when required in line with Norse Health and Safety requirements . Using personal initiative and where necessary coordinate the teams' efforts to ensure objectives are achieved and services are delivered to a professional standard within agreed procedures Working to agreed schedules and where necessary respond to new priorities as required or directed by line manager to ensure deadlines are met . Ensuring all equipment is in a safe and working condition and reporting to manager/arranging for their repair as appropriate . Carrying out routine and non-routine (if applicable) cleaning duties in accordance with the cleaning specification. Using cleaning equipment, chemicals, and products effectively and safely as per the training received . Carrying out safe method of manual handling and safe use of step ladders after training . Working safely so that the employee, colleagues, customers and members of the public are not put at risk Undertaking specified training and development as required .
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:
<ul style="list-style-type: none"> Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of Health and Safety Requirements.	Desirable	AF/I
Experience	Previous experience in a similar role.	Desirable	AF/I
Skills/Abilities	Able to work alone or part of a team.	Essential	AF/I
	Ability to accurately carry out verbal and written instruction.	Essential	AF/I
	Ability to follow Health and Safety instructions.	Essential	AF/I
	Good communication skills, both written and verbal.	Essential	AF/I
	High standard of customer service.	Essential	AF/I
	Ability to organise and prioritise own workload in an efficient and timely manner.	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

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Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

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