  
JOB   
OUTLINE

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| **DEPARTMENT: Environment and Property** | | **SECTION: Operational Property** | |
| **Post No:**  **EPEN04003** | **Designation: P/T Site Cleaning Operative**  **Varied Shift Pattern: Saturday, Monday, Tuesday, Wednesday and Friday** | | **Grade: 4**  **(SCP 6-8)** |
| **Purpose of Job:**  To assist in the day-to-day operation and security of the Markets complex. Specifically, to maintain cleanliness and tidiness throughout the complex and the combined public and traders’ toilet facility. When necessary to assemble and move market stalls and other equipment and to carry out opening and closing procedures. | | | |
| **Main Duties/Responsibilities:**   1. To ensure that the entire market complex is cleaned thoroughly throughout the day either manually or mechanically using the appropriate equipment provided. The ad hoc cleaning of windows and glazed areas. To deal promptly with spillages etc. 2. To undertake regular checks and cleaning of the market WC’s, disabled WC and baby changing facility. Completing necessary check sheets.      1. To assist in the maintenance of the security of the entire market complex by ensuring that the trader’s storage facilities, waste disposal area and servicing areas are always monitored and kept clean and tidy. 2. To set up, assemble, dismantle, and move market stalls and ancillary equipment to the appropriate agreed locations. 3. To provide backup assistance to ensure that the market complex is closed at the end of each day. This will include the locking and unlocking of entrances and the setting and un-setting of alarms and /or any other security equipment on the complex. 4. To assist in the clearing of the retail complex, its reassembly and the appropriate cleaning and litter picking operations. To facilitate special events and activities that may take place from time to time on all or part of the market complex. 5. To report any damage or defects found on the market complex. 6. To comply with the Council Health & Safety Policy to ensure the safety of oneself, members of staff any other persons using the premises. 7. To perform any other duties commensurate with the grading of the post.   The Council takes pride in offering equality of opportunity in employment and service provision. It also has a statutory duty to promote race equality, and all employees must be aware of that duty and work to the Council’s equality standard. | | | |
| In addition, other duties at the same level of responsibility may be allocated at any time | | | |
| Date Produced: August 2024 | | | |