



Job Description

make the right move - join us



St. Helens Council

Post:	Mobile Caretaker
Post Number:	PEPZ064
Department:	Place Services
Grade:	SCP 11 – 13, £8.82 to £9.01 per hour
Responsible to:	Cleaning/Caretaking Supervisor

Purpose of the Post:

To undertake the duties of absent Caretakers at various locations throughout the Borough under the direction of the Area Supervisors, Catering/Cleaning office staff, Contract Manager and Services Manager. Providing the necessary support to sites in accordance with their responsibilities and instructions complying fully with all Health and Safety requirements. In addition may be required to cover for absent cleaners, senior cleaners and school crossing patrols as the need arises.

Duties and Responsibilities:

1. To liaise with the cleaning office on a day-to-day basis for allocation of work.
2. Responsible for organising cleaners ensuring standards are maintained in the absence of the Caretaker.
3. When acting as key holder, will be responsible for the security of the premises including operation of the fire and burglar alarms.
4. To carry out any further duties within the Caretaking post as specified in the Caretakers job description.
5. To carry out respective duties of cleaners, senior cleaners and SCP's as indicated in the job descriptions. Additional hours to be paid at the appropriate rate of pay.
6. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
7. To communicate the Health and Safety policy, procedures and guidelines to all employees under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
8. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
9. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.



Job Description

make the right move - join us



St. Helens Council

10. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

Note: Car mileage will be paid on completion of the mandatory claim form signed by the employee and counter signed by the Contract Manager and returned to the Human Resources Department.

This is subject to possession of a current full driving licence and a valid insurance certificate covering the employee for business use. Proof of cover should be produced to the Human Resources section yearly on submission of the April Claim Form.

If an applicant cannot drive as they are precluded by disability, applications are still welcome.

Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiently with reasonable adjustments.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: February 2011

Date updated: January 2016

Date Updated: October 2016