

Post Specification

Date	April 2024
PG Number	6559
Post Title	Building Assistant
Job Family	Operations
Job Family Role Profile	OP5
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description	
Providing day to day management of building related support linked to Westmorland and Furness Council Corporate buildings.	
Purpose of this post	
<ul style="list-style-type: none"> Improve the outcomes for the people of Cumbria by undertaking portering and janitorial duties as part of the Facilities Management team. 	
Key job specific accountabilities	
<ul style="list-style-type: none"> Provide portering and janitorial support and general assistance to building users and visitors. Maintain a clean environment for all staff areas (toilets, kitchens, breakout areas, car parks and bin storage areas, etc.) as and when required to ensure the minimum standard of cleanliness is continued at all times. Support the Facilities Lead to ensure that the facilities provided are fit for purpose and meet statutory compliance. Encourage and champion not only their own Health and Safety but actively encourage others within the work environment Provide security support to the building (training will be provided as necessary). 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> None
Staff Management Responsibilities	<ul style="list-style-type: none"> None
Other	<ul style="list-style-type: none"> None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> NVQ2 or equivalent experience. Working knowledge of manual handling, Health & Safety, and hygiene regulations. Extended experience of portering/janitorial/caretaking role. Computer literate. Experience of dealing with difficult people. Ability to drive/travel. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> No additional demand.
Physical Demands	<ul style="list-style-type: none"> Ongoing requirement for lifting/carrying (e.g., moving furniture and equipment, and janitorial duties).

**Working
Conditions**

- Considerable exposure to disagreeable, unpleasant substances and/or working environment.

Other Factors

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