



Building Custodian

Service	Reporting to	Location	Grade
Facilities Management	Asst Facilities Managers	Civic Centre	1C

About the role

Enabling the City Council estate and schools to maintain a safe and secure environment by carrying out duties such as:

Building Security:

Opening and locking of corporate buildings and schools.

Liaising with contractors to provide access to buildings as and when required.

Ensure efficient and timely management of all tasks required to maintain full security of all buildings at all times .

Manual Tasks:

Minor repairs to buildings and equipment

Cleaning duties – in line with COSHH regulations

Minor decorating tasks both externally and internally

Removing waste from Council establishments and disposing of it appropriately

Responsible for internal office moves and the moving of other assets within and between council buildings.

Health and Safety:

Conducting checks, routine maintenance (e.g. fuel, oil, water pressure, cleanliness) and daily completion of vehicle documentation.

Responsible for maintaining and updating accurate compliance records for buildings i.e. water temperatures, fire alarm and emergency lighting, fire extinguishers.

Identifying areas of concern or improvements, including Health and Safety matters and escalating them to the Facilities Officers of Assistant Facilities Managers.

Key outcomes

Keeping Council or School buildings a safe, efficient and clean working environments

Damage to buildings and equipment are identified and repairs are carried out efficiently in a timely manner

Ensure high standards of Health and Safety and reducing risks at work

Being actively engaged with clients and managing projects

A professional and courteous service is delivered to all users of public offices and schools

What we need from you

To model and demonstrate our values and behaviours.

Ongoing personal commitment to continuous self-development and service improvement

Proven technical skills and ability.

Ability to carry out minor repairs and when necessary

Written, ICT and numerical skills sufficient to record relevant information

Interpersonal skills, demonstrating customer care

Flexibility and positive attitude and able to work in a reactive environment

Knowledge of key Health and Safety requirements relating to the position

Able to work on own initiative and part of a team

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to

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master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

Tailored Development

Opportunity to work towards Level 2 – Facilities Services Operative Apprenticeship

Various on the job training courses

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

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Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: Lynne Murray

Date:

Job code:

Job score:

Date of evaluation: