

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT : PLACE	SERVICE GROUP: ECONOMY AND DEVELOPMENT
POST TITLE: MARKET ATTENDANT	REPORTS TO: MARKETS OPERATIONS MANAGER
Band 6	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

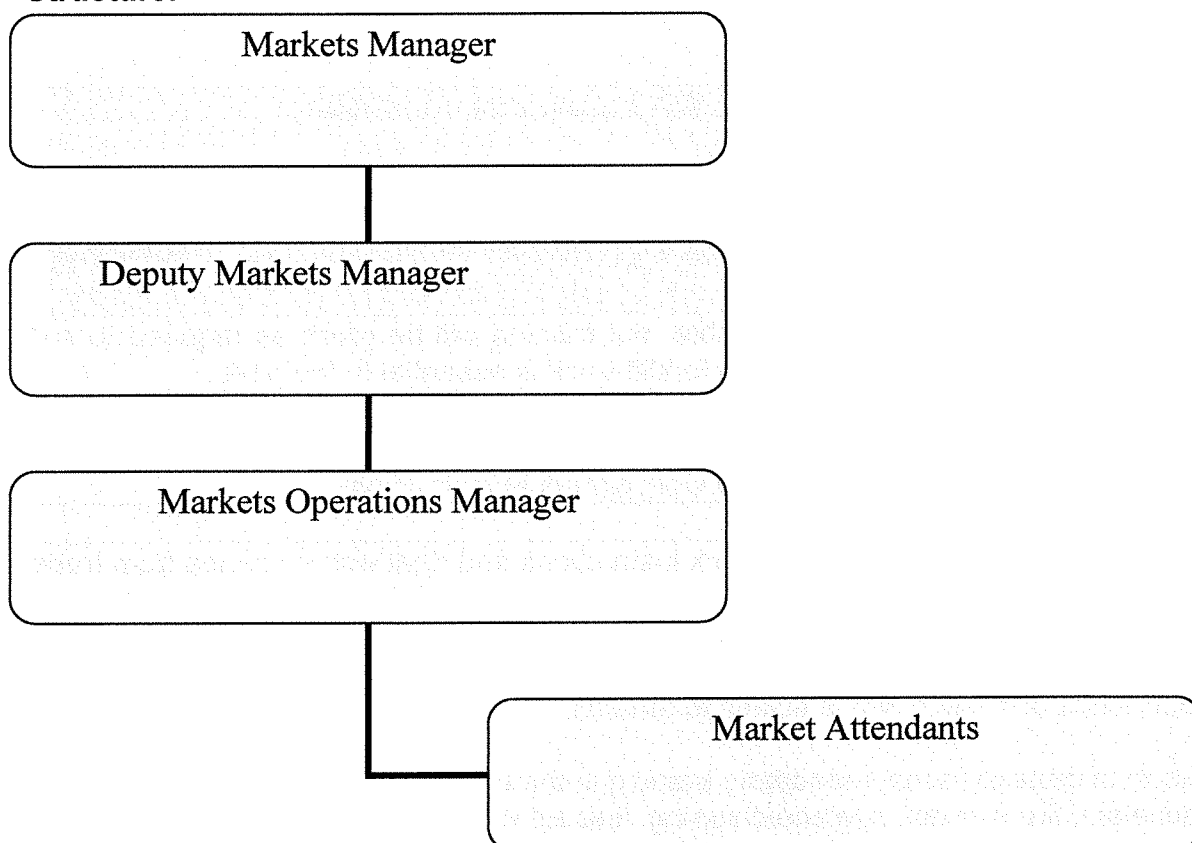
Key Purpose of Post:
<ul style="list-style-type: none">a) To undertake the cleaning and waste removal/recycling individually or as part of a team, in accordance with the Markets Quality Procedures to ensure the delivery of a safe and clean market for market tenants, market retailers and other users.b) To comply with the Market Service's Health & Safety Policies and ensure they are strictly adhered to and safe working practices are operated within all areas of the market.c) To support the Markets Operations Manager in the general administration and management of the market by recording any poor waste or trading practices by tenants and retailers.

Main Responsibilities of Post:

1. To ensure the market is in a safe, hygienic condition by regular cleaning of all areas of the common parts of the market such as entrances, doors, walls, floors, drains, lights, windows, service and delivery areas, roadways, car park, corridors, waste handling areas and customer/trader toilets and occasionally weeding of some areas of the market perimeter.
2. To regularly patrol (at least every hour) around the market site to remove any accumulated waste and to clear spillages and to undertake a final clean of the market site, including the market hall floor each afternoon using the ride on scrubber dryer.
3. To operate refuse compactors, waste recycling balers, sweeping/cleaning machinery and forklift truck and to ensure plant and equipment is only used by authorised users. To carry out pre-checks and basic maintenance checks of all machinery and equipment prior to its safe use to ensure it is operated in accordance with the markets operating procedures, statutory and manufacturer's instructions.
4. To receive, weigh and issue waste tickets to authorised users permitted to use the waste compound and recycling centre prior to sorting and separating waste into various recyclable materials.
5. To remove, weigh and issue waste tickets for waste left in the common areas by tenants without prior permission from the Markets Operations Manager, including any produce left by tenants under the canopy of the market hall after 1pm unless marked for collection by the trader or directed not to be removed by the Markets Operations Manager.
6. To promptly notify the Markets Operations Manager when any refuse skips or compactors need emptying and to carry out banksman duties to assist contractors when the waste compactors are being removed and brought back to site.
7. To carry out the gritting of the common external areas during periods of cold or extreme inclement weather.
8. Carry out the emergency evacuation procedures and to carry out and record weekly testing of fire alarm systems.
9. Record and report to the Operations Manager any infringements of the market rules by retailers such as fly tipping and illegal parking.
10. Loading of wagons & other vehicles with recycled plastics and waste matter.
11. To ensure that any accidents to tenants, staff or public are recorded.
12. To report any damage, including any faults to Council equipment, repairs or incidents to the Markets Operations Manager.

13. To assist in dealing with general enquiries from and give assistance to market tenants and retailers
14. To be responsible for the locking-up the compound area and machinery and the safe storage of keys
15. To work at other market sites, as and when required, according to the needs of the service.

Structure:



Special Knowledge Requirement. Will be used for shortlisting.

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the lower threshold level – where the person is able to demonstrate that they can during the interview: a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to. b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.	X
Uses basic awareness of Health, Safety and Environment , including	x

Competency Based Job Profile

Risk Analysis of own and others actions. e.g. Able to show awareness of how to undertake work in a safe manner Able to show awareness of dangerous work practices i.e., working with machinery	
Operates tools and equipment including basic use of ICT relevant to the area of work this includes the operation of Fork Lift Truck, Sweeping Machines, Cardboard Balers, Compactors Weighing Machines	x
Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively	x
Interprets and follows straightforward information e.g. work instructions	x

Relevant experience requirement: Will be used for shortlisting
Experience of cleaning buildings including the use of mechanical equipment such as scrubber driers/forklifts/baling machines.
Relevant professional qualifications requirement: Will be used for shortlisting
A licence to drive a forklift is desirable but training will be given as required to suitable applicants as the ability to operate a forklift truck is essential to the post..
Core Employee competencies to be used at the interview stage.
Carries Out Performance Management
Able to manage own time and follow work schedule/instructions
Communicates Effectively
Able to understand and carry out work instructions and deal with enquiries from traders and retailers.
Able to complete documentation such as health and safety forms, accident/incident report forms and issue waste tickets to tenants.
Able to undertake formal mandatory training in the use of cleaning equipment, recycling machinery, fire warden, hygiene/cleaning, first aid (training) manual handling and working at heights
Able to use two way radios and smartphones used for recording and issuing enforcement notices.
Carries Out Effective Decision Making
Able to make effective decisions with regard to duties required.
Undertakes Structured Problem Solving Activity
None
Operates with Dignity and Respect
Promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Competency Based Job Profile

Working in an outdoor environment including in adverse weather conditions.

Must be physically fit and able to lift and carry, undertake litter picking and the separation of waste.

Conditions vary but include dirty areas e.g. refuse compactor, disposing of waste food such as fruit and vegetable waste, separating waste for recycling.

Exposure to fumes and dust when dealing with service and delivery areas (delivery vehicles and tenant's vehicles).

Must be able to work early mornings, weekends and bank holidays as required by the needs of the service at certain times of the year.

Special Conditions:

None

Compiled by:

**Grade Assessment
Date:**

GRADE:

