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**EMPLOYMENT ACADEMY JOB DESCRIPTION**

**12 MONTH FIXED TERM CONTRACT**

***THIS ROLE IS ONLY OPEN TO UNEMPLOYED CARTREFI CONWY TENANTS***

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| Job Title: | **Community Caretaker- Fixed Term Contract for 12 months** |
| Team: | **Property Services** |
| Reporting To: | **Caretaking and Building Service Manager** |
| Salary: | **National Living/Minimum wage** |
| Hours of Work: | **40 hours per week** |
| ***General Description / Overview*:** | |
| To support with the provision of a caretaking service to include communal areas, refuse areas and the surrounding environments of properties and housing complexes throughout the area within which Cartrefi Conwy operates. Providing an organisational presence to ensure general security and peace of mind for residents.  **Applicants must hold a UK full driving licence to be considered for this role.** | |
| ***The Employment Academy:*** | |
| ***The Employment Academy offers up to 12 months paid employment to unemployed tenants of Cartrefi Conwy. As part of the Academy the post holder will receive:***   * On the job support and training * Formal qualifications including employability training. * Paid employment for up to 12 months * Support of a Mentor * Assistance to secure employment at the end of the contract   ***As part of the Employment Academy, the post holder will be expected to***:   * Attend work every day on time. * Undertake all training as stated on the job description. * Attend suitable work placements with other companies. * Attend regular sessions with your Mentor to discuss progress. * Commit to applying for employment opportunities towards the end of the fixed term contract. | |
| ***To demonstrate your suitability for this role, you may be asked questions on the following at interview*:**   * Awareness of Health and Safety practices * Ability to work flexibly. * Ability to meet deadlines and work to tight schedules. * Ability to follow instructions and procedures. * Willingness and commitment to learn and develop. * Ability to work in a team. * Fit and able to carry out manual handling labouring activities. | |
| ***Key Tasks:*** | |
| To support with visual checks in our buildings and surrounding areas for any visible problems for example defective lighting, potential hazards (health and safety) and fly tipping, in order to ensure that any problems are reported to the relevant department, Housing Officer and Caretaking and Building Service Manager  To support with checks of CCTV systems if applicable for any reported incidents, anti-social behaviour, vandalism and perform a maintenance check in order to ensure that cameras are working correctly.  To perform comprehensive cleaning of all communal areas including stairways and refuse areas working within health and safety guidance in order to maintain a clean and safe living environment for contract holders.  To assist with carrying out regular weekly fire alarm system tests, reset and clear down alarm systems, to ensure that all fire alarm systems are working correctly and maintain records. Seek appropriate actions to resolve any issues.  To carry out monthly Fire Risk inspections of delegated communal sites to make sure that sites conform with the company Fire Policy. To record and report any issues, repairs through to our customer service team.  To carry out garden maintenance in communal areas where required, for example grass cutting, strimming and weed killing when necessary.  To ensure wheelie bins are in place for refuse collection and return to bin compounds or areas as necessary. To report issues with bin store areas, fly tipping to the housing officer.  To liaise with tenants on tenancy conditions and other issues which may include such things as fly tipping, anti-social behaviour and act as a contact point between other agencies or teams within Cartrefi Conwy when necessary.  To report back to the Caretaking Manager any issues or deficiencies within the caretaking service in a timely manner | |
| ***Other:*** | |
| To actively support the overall delivery of Cartrefi Conwy’s objectives to provide an excellent, innovative and truly customer focused service.  To contribute to community involvement and tenant participation activities as required.  As a representative of Cartrefi Conwy, to promote and maintain a positive attitude and image at all times. | |
| ***Training Provided:*** | |
| * Manual handling * COSHH * Fire Awareness training * Risk Assessments * Mandatory E-learning | |

**Creating Enterprise is committed to Equality and Diversity in our activities.**