

Kickstart Role Outline

Role Title:	Trainee Caretaker
Location:	Various high-rise One Manchester buildings
Days & Hours	25 hours per week
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>Our Facilities department is made up of three teams - mobile cleaning, caretaking and facilities coordinators. As a team they are responsible for managing the day-to-day facilities service within our private rental accommodation and new builds, maintaining clean and tidy communal areas, conducting playground site inspections, removing graffiti and managing all aspects relating to high-rise buildings and undertaking mandatory compliance within One Manchester.</p> <p>As a trainee caretaker, your role will involve day-to-day operational tasks within One Manchester properties.</p> <p>Key responsibilities and accountabilities:</p> <ul style="list-style-type: none"> • Ensuring our communities and building are kept clean and tidy • Reporting any health and safety issues • Completing building safety checks once trained • Liaising with internal and external agencies regarding waste and recycling • Dealing with customer enquiries and reporting back to the team
What's In It for You the candidate:	<p>During your placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Health and safety • Using your initiative • Problem-solving <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another

	<ul style="list-style-type: none"> • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing
Skills or Qualifications required	<p>You will need to be:</p> <ul style="list-style-type: none"> • Motivated to work independently • Be well organised • Be able to use own initiative • Strong communication skills
Pay	National Living Wage
How to Apply	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>