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Job Title:	Estate Caretaker (Driver) (Fixed Term)	Ref No:	Est25701
Salary:	£12.00ph	Location:	Glasgow
Hours:	Full Time - 35hrs per week	Contract Duration	Up to 26 weeks
Overview:			
<p>Jobs & Business Glasgow (JBG) are excited to announce a Transitional Employment Programme that will create fixed term employment opportunities up until 26 weeks. The opportunity is open to Glasgow residents, actively looking for work and registered with JBG.</p> <p>Jobs & Business Glasgow is responsible for promoting a full range of services to clients and business support across Glasgow. We're looking for two candidates to provide a high-quality estate caretaking service to contribute to the maintenance, upkeep, and general appearance of Yorkhill Housing Association's properties and common areas, as well as contribute to an effective maintenance, and void management, process.</p> <p>The post will be based in - Yorkhill Housing Association, 1271 Argyle Street, Glasgow, G3 8TH.</p> <p>Hours of Work: Monday to Thursday 9am to 5.00pm – Monday to Friday 9am to 4.00pm</p> <p>Number of positions - 2</p> <p>The ideal candidates must have a clean driving licence and experience in a manual working environment, they must also be physically fit. Have time management skills and the ability to manage a workload and meet set targets. Have strong organisational and communication skills and be customer focused. A friendly manner and an awareness of equality issues and commitment to meet the associations policy and codes of practice.</p> <p>Key responsibilities and duties will include the following: -</p> <ul style="list-style-type: none">• Provision of a high-quality estate caretaking service. Be a visible presence on the estate in order for customers to know the Estate Caretaker service and build good working relationships. Carry out inspections of common areas owned and factored by Yorkhill Housing Association. Liaise with Housing Officers and Property Services Officers to ensure that any issues, defects, or common repairs are dealt with promptly and effectively. Clean and maintain common areas, sweeping litter and removing bulk or excessive household waste, including removing to Council recycling and refuse centres where necessary. Liaise with the Association's close cleaning and landscape maintenance contractors to identify any follow-up or snagging work. Wearing of appropriate PPE and safe use of equipment as appropriate.• Contribute to an effective maintenance and void management process. Assist with the clearance and cleaning of void properties as directed by the Property Services Manager. Carry out preparative work including scraping wallpaper or painting of void properties. Carry out labouring duties to assist trades as required. Perform minor repairs as required (e.g., changing bulbs, hanging shelves, filling holes)• General - Carry out inspections of the Association's office, community centre, and other properties as required, and raise any H&S issues as appropriate. Carry out tests of fire alarm systems in the Association's office, community centre, and other properties as required, Undertake any training or qualifications as required. Drive the Association's vehicle and comply with vehicle maintenance requirements and H&S obligations. Maintain driving licence accreditation and show evidence of this as required. Ensure the confidentiality of all information which he/she comes into contact within the course of his/her employment. Be courteous and professional at all times. Update daily work records so accurate records of completed jobs is achieved. <p>Successful applicants will be offered a paid work placement up to 26 weeks and will earn a weekly wage, holiday entitlement and other employee benefits. Successful applicants will require a bank account/credit</p>			

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union account (in their own name). Wage paid weekly (one week in arrears).

To take part in this opportunity availability is required on the anticipated dates: -

Application Closing date:	Wednesday 11th September 2024
JBG Pre-Screening	Scheduled Thursday 12th September 2024
Job Interviews:	Scheduled for Tuesday 17 th September 2024
Outcome of Interview:	Scheduled for Wednesday 18 th September 2024
JBG Induction	Scheduled for Thursday 19 ^h September 2024
Job Start Date:	Scheduled Monday 23rd September 2024

How to apply:

Applicants must be registered with Jobs & Business Glasgow.

Call JBG Freephone number on 0300 123 2898 to arrange an appointment.

Existing customers contact your JBG Adviser

JBG Contact:	Robert McCluskey	Phone Number:	0300 123 2898
Email Address:	Robert.McCluskey@jbg.org.uk		
Closing Date:	11/09/2024		