

## Job Description

Position	Painter & Decorator
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week over 5 days
Placement Organisation	Clean Start CIC, 4 Ashbrooke Business Park, Parkside Lane, Leeds, LS11 5SF
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .
Job Start Date	<b>As soon as possible</b>

### About the Placement Organisation

The company first incorporated in May 2009 as Business 900 Community Interest Company and commenced its trade as Clean Start. The principal activity of the company is the provision of cleaning services within the community.

#### **Objectives and Activities:**

Provide employment opportunities to people who may have experienced barriers to entering the workforce. Supporting people via advice and training.

Provide wide range of cleaning services at competitive rates to organizations in the local area.

Cleanstart provides cleaning service which:

- is of a consistently high and professional standard
- is consistently on time, efficient and to service specification
- is to resident's satisfaction
- is affordable to the customer
- is provided in a safe, respectful and courteous manner
- meets all health and safety and environmental standards
- helps provide a pleasant living environment for our customers

Our customers are ultimately at the centre of everything that we do. They determine our standards for performance, reliability and service. Whilst being a young company our current customer satisfaction tells us that confidence in the quality of our cleaning services is very high.

### Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

The job is to work in Clean Start's painting and decorating division.

Training will include Safeguarding, Health and Safety and Diversity. The role is designed to fully equip the successful candidate to move into permanent employment positions, if possible within Clean Start or to apply for external employment opportunities with support from Clean Start.

The post holder will carry out general and maintenance related painting and decorating tasks as part of Clean Start's decorating division. Tasks will include commercial and domestic painting and decorating. Post holder's will be required to undertake work indoors and outdoors and occasionally work may be carried out in dusty conditions

The work will involve walking, standing, bending, stretching, twisting, lifting, carrying, kneeling and working with arms above head height. Dependent on work required the job may involve the use of a ladder or steps.

The post holder will be a conscientious worker, who ideally can be flexible and works well as part of a small team.

No formal qualifications are required. Previous experience or interest in painting & decorating is desirable but not essential.

Clean Start offices are based in Beeston, South Leeds. The post holder will travel from this base to various work locations across Leeds and West Yorkshire. Clean Start has transport available, however from time to time the post holder may need to use public transport for which a travel pass will be provided

### Main role and responsibilities

- To carry out painting and decorating to Clean Start's quality standards
- To prepare surfaces and undertake minor repairs and filling in preparation for redecoration to both internal and external surfaces
- Undertake the application of all types of paints, preservatives, varnishes and stains to a full variety of surfaces
- Work confidently on all access systems including ladders and steps
- Assist with the movement of furniture and the tasks involved in cleaning and clearing properties
- To clean, maintain and use safely all equipment and tools in association with decoration and finishes
- To ensure that all contacts with customers enhances the image of Clean Start and that customer satisfaction is given a high priority
- To attend and maintain good timekeeping whilst at work
- Any other reasonable ad-hoc duties as requested

## Personal Development

**Further training** and experience may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

<b>QUALIFICATIONS &amp; ATTAINMENTS</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Relevant Qualifications such as Painting and Decorating or Health and Safety		x	Application & Interview
<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, team working, interpersonal and organisational skills	x		Application & Interview
Good Numeracy and Literacy skills	x		Application & Interview
Good timekeeping and commitment to full working hours on programme	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Ability to carry out manual tasks to include walking, standing, bending, stretching, twisting, lifting, carrying, kneeling and working with arms above head height	x		Application & Interview
Ability to use ladder or steps	x		Application & Interview
Ability to work towards organisations quality standards	x		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Experience with painting and decorating		x	Application & Interview
Basic Health and Safety Awareness	x		Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Path Yorkshire and Clean Start CIC	x		Application & Interview
Willingness to undertake further training as necessary and develop new skills	x		Application & Interview
Ability to work indoors and outdoors and occasionally working in dusty conditions	x		Application & Interview
Proactive and flexible approach to work	x		Application & Interview
Enthusiastic and motivated	x		Application & Interview
Professional approach to work	x		Application & Interview
Willingness to travel as required by the post	x		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

# RISK ASSESSMENT OF THE TRAINING POSITION

## A. CLIENT GROUPS, the trainee will work with

- General Public       Factory Work       Other Agencies   
Children       People with learning difficulties       Clients in their own home resident or hostel

## B. PHYSICAL CONDITIONS:

### 1. Work is conducted in the main

- Indoors       Outdoors       Sitting   
Standing       Walking       Office Accommodation

### 2. The training will involve

- Lone Working       Working out on the Estate       Working underground   
Climbing       Working on the Counter       Working in Void Properties   
Bending       Manual Handling tasks       Working in confined spaces   
Stretching       Working at Heights       Contact with discarded needles   
Driving       Potentially working in a smoking environment   
Cash Handling       Use of Display Screen Equipment

## C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	Yes
Protective Clothing	Yes
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**