

## **JOB ROLE**

<b>Job Title:</b>	Caretaker
<b>Location:</b>	Broadhurst Park, 310 Lightbowne Road, Manchester M40 0FJ
<b>Responsible to:</b>	to be determined
<b>Terms:</b>	Permanent position. Part time role, 24 hours per week (evenings and weekend work). Subject to 6 month probationary period
<b>Salary:</b>	£8.25 per hour

## **ROLE SUMMARY**

- To provide access to the building during and outside of office hours.
- Ensure visitors are booked in and directed to the appropriate areas.
- Provide general cleaning and low key maintenance for the building.

## **JOB DESCRIPTION**

- Key holder responsibilities, opening up and locking up the main building and pitches.
- Ensuring visitors to the site are directed to the appropriate areas and controlling footfall.
- Cleaning and other general duties.
- To provide efficient and effective caretaking support to the Club including ensuring the security and general appearance of the buildings and surrounding areas.
- Observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- To undertake portering tasks as required including setting up and clearing away furniture.
- To report emergencies to the Facilities Manager in the case of faults with electric and water supply.
- To carry out any other reasonable duties within the overall function of the building

## PERSON SPECIFICATION

### Essential

#### Experience

- Either previous experience in a similar/equivalent role or experience in a public-facing role

#### Skills and Competencies

- Conscientious and reliable
- Able to work on own initiative
- Able to prioritise ad hoc tasks for maximum efficiency
- Works co-operatively with colleagues
- Effective communicator who can deal with the public in a calm and confident manner

### Desirable

- A genuine commitment to the success of FC United of Manchester and an understanding of the principles and goals of the club.

#### Equality Statement

FC United is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

## APPLICATION PROCESS

Interested candidates should send:

- a copy of their current CV
- a covering letter which specifically outlines how they meet the person specification and their ability to deliver the job description outlined above, citing specific, relevant examples

Applicants must also indicate in their covering letter how they learnt of the vacancy.

Applications should be sent:

By post to: Viv Ware, Club & Company Secretary, FC United of Manchester, Broadhurst Park, 310 Lightbowne Road, Moston, Manchester M40 0FJ (Please mark envelope: In Confidence)

By email to: [vivware@fc-utd.co.uk](mailto:vivware@fc-utd.co.uk)

Deadline for applications is **12.00pm, Monday 23rd January 2017**.

All applications will be acknowledged on receipt. Where necessary, a sift will be undertaken to shortlist candidates for interview which will take place during the week commencing **23rd January 2017**. All applicants will be notified of the outcome of their application.

If you would like to discuss this opportunity further, please contact Damian Chadwick on 0161-769-2005.