

VOLUNTEER PROFILE: MAINTENANCE

VOLUNTEER ROLE DETAILS:

Volunteer Role	Maintenance Team	Project Day	Monday - Friday
Direct Line Manager	Luke Hitchen	Time	Variable

VOLUNTEER ROLE SUMMARY:

The Hope Community Foundation maintenance programme is an ongoing project taking place at The Hope Centre. As a maintenance volunteer, your role is vital in helping with the upkeep and maintenance of The Hope Centre to ensure that the building is a safe and welcoming environment for staff, volunteers and visitors.

SPECIFIC ROLE REQUIREMENTS:

- Aged 18 years or over
- Arriving at the agreed time with the Maintenance manager or Volunteer coordinator
- Supporting the Maintenance manager by implementing ongoing planned and reactive maintenance on the building (eg., groundskeeping, painting and decorating, cleaning and general housekeeping, basic remedial works, and fixes)
- Assisting Maintenance manager in creating and maintaining a positive and purposeful working environment
- Working alongside the Maintenance manager to assist either on an ongoing basis or for specific short-term projects
- Assisting the Maintenance manager keep up with regular health & Safety checks around the building in line with regulatory requirements for public buildings
- Providing occasional cover on reception to allow for lunches and short breaks where required
- Assisting with clearing away activities and the safe storage of resources and equipment
- Keeping and maintaining building documentation and records where required.
- Reporting health and safety and safeguarding concerns to the Team Leader/Maintenance Manager
- Adhering to relevant policies, procedures and risk assessments
- Observing confidentiality and data privacy

SKILLS / ABILITIES:

- Painting and decorating, cleaning and general housekeeping or basic remedial maintenance skills
- Good listening skills and communicates effectively

COMPETENCIES / BEHAVIOURS:

- Enthusiastic and motivated
- Conscientious and thorough
- Clean appearance and good personal hygiene
- Punctual, reliable and flexible
- Works well with others and able to work independently
- Heart to see people flourish
- Ensure that your language and behaviour, and the working environment you create is non-threatening and non-discriminatory so as to preserve dignity and respect for all, regardless of race, religion, sex, sexuality, marital status, age, employment status, political persuasion, mental or physical health, or criminal convictions.