



VOLUNTEER ROLE DESCRIPTION

Role	General Maintenance
Location	East Lancashire Hospice
Accountable to:	Maintenance Coordinator

(They will be your main point of contact while volunteering. They will provide you with the support and supervision necessary for you to perform your role)

Role requirements: Two Satisfactory references

Role Summary

Under supervision and direction of Maintenance staff, to participate in the annual programme and ad hoc maintenance work within the Hospice building and grounds

When we need you to be available

The expected commitment for this role is to be agreed on an individual basis.

What we would like you to do

1. To ensure all volunteers comply with current policies and procedures applicable to the role
2. To undertake training and development applicable to the role.
3. To project a friendly approach to patients, staff, volunteers and visitors at all times
4. To respect all information concerning volunteers, employees and patients as strictly confidential at all times.
5. To ensure that all Health and Safety Rules are adhered to at all times.
6. Attend meetings when arranged
7. To provide support to the Hospice maintenance team to make sure that all roles are carried out in accordance with the planned maintenance programme and in response to ad hoc requests for repairs



8. To report any faults you discover to Maintenance staff
9. To maintain accurate records of actions carried out when required
10. To sign in and check the volunteer's notice board at the start of the shift

Skills, knowledge, abilities and qualities

- Experience of general maintenance
- Good communication skills
- To interact as part of a team

Review of this description

This role description is intended as an outline of general areas of activities and will be amended in the light of changing needs of the Hospice. It is expected that the volunteer will be positive and flexible as possible using this document as a framework



General Maintenance- you may be expected to support by:

- Cleaning windows, cleaning air conditioning vents, cleaning strip light covers
- Power washing of furniture and paths, cleaning of external lights, checking wood work for deterioration, checking and cleaning gutters and drains
- Minor repairs to furniture and equipment
- Cleaning of desk and free standing fans
- Painting of walls and woodwork
- Fire alarm system and extinguisher checks
- Sweeping and weeding of paths, car park and entrances
- Cleaning of shower heads
- Checks of internal and external water outlets
- Organising furniture and equipment for room bookings
- Arranging seasonal decorations
- Clearing snow and gritting Hospice grounds