

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

<u>Role Title:</u>	Maintenance Assistant
<u>Reporting to:</u>	Site Foreman
<u>Principal Function:</u>	To assist the Site Foreman with the upkeep of the Hospice buildings by undertaking general maintenance duties.
<u>Duties:</u>	<ul style="list-style-type: none">• Minor Repairs• Painting• Carpentry• Electrical work• Plastering• Upkeep of garden furniture• Minor building work <p>(The volunteer would not be expected to be skilled in all these areas)</p>
<u>Location:</u>	Myland Hall, Barncroft Close, Colchester
<u>Days / Hours:</u>	Weekdays (excluding Thursday)
<u>Training:</u>	On the job training will be provided in addition to Manual Handling and Health & Safety training
<u>Qualifications, knowledge & experience:</u>	Previous maintenance experience desirable but not essential
<u>Personal Qualities:</u>	Reliable, flexible, likes working outdoors
<u>Statement:</u>	All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice
<u>Contact:</u>	Paul Tierney, Human Resources (01206) 845566