

St Elizabeth Hospice

Volunteer Role Description



Role: Maintenance Assistant

Location: Hospice and Retail units

Staff Member Link: Maintenance and Compliance Manager

Purpose of Role and Service

To assist the maintenance team in ensure the buildings are compliant and maintained to a high standard.

Key Activities

- Assist in weekly compliance checks
- Assist in day to day running of the hospice buildings
- Regular preventive maintenance
- Maintain clean and tidy workshop
- Report all near misses, accidents and incidents

Organisational Responsibilities

- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- To promote the hospice Philosophy of Care towards patients, relatives and visitors
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	D – Carpentry D- Electrical D – Plumbing D – Gas D- Labourer	
Knowledge and Experience	E - Team Work D – Maintenance experience D - Health and Safety	
Attitudes and Values	E - Able to work in a group E - Polite and well presented E - Good personal hygiene E - Able to work independently	
Qualifications and Training	D - Manual Handling	eLfH Modules - Roles and Responsibilities of a Volunteer, Communications for Volunteers, Health, Safety and Infection Prevention and Control for Volunteers, Data Security Awareness for Volunteers, Conflict Resolution for Volunteers, Fire Safety for Volunteers, Equality, Diversity and Human Rights for Volunteers, Safeguarding Adults for Volunteers. Ihasco modules – COSHH Manual Handling PAT Testing (potentially)