

**Role:** Retail PAT Tester  
**Location:** Distribution Centres  
**Staff Member Link:** Distribution Centre Manager

Volunteers are asked to follow the hospice aims and values

- One Team, One Community
- Learning Never ends
- Compassion Takes Courage
- Every Moment Matters



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### **Role summary**

To support the retail department in the testing of donated electrical products and maximise income for St Elizabeth Hospice through the preparation and testing of donated electrical items.

### **What you will be doing:**

Key activities include but are not limited to the following:

- Test and check electrical products ensuring they meet and pass all the specific PAT testing criteria
- Prepare passed items ready for sale on site or in retail outlets
- Complete all associated records as defined by the PAT testing process
- Maintain and archive such records for audit and checks
- Maintain the area assigned for testing to be safe / functional
- Maintain and store all testing equipment ensuring its serviceability
- Highlight any test equipment due or over its annual inspection schedule to the duty manager
- Allocate tested and passed products for despatch to retail shops
- Arrange for failed products to be separated and made ready for collection for our re-cycle provider
- Advise the duty manager of any potential risks and hazards identified

### **What we ask of our volunteers:**

- 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 be friendly and approachable and work as part of a team
- To be committed and reliable
- Some roles require a DBS check

### **The benefits to you:**

- Experience working with a forward-thinking charity
- A sense of satisfaction and pride for helping to make a valuable difference
- Giving back to society and supporting local people
- Assist in developing skills and knowledge
- Meet new people
- Basic training will be provided and any additional role specific as necessary.

### **Your skills and attributes:**

- Attention to detail and record keeping
- To be able to work in a team and a flexible working attitude.
- A knowledge of PAT testing is desirable, but training will be given.