

Volunteer Role Profile



Volunteer Role

Volunteer Fleet Support

Volunteer Manager

Health, Safety and Facilities Team

Where you will be based

Hospice

Why we want you

We are looking for a fleet volunteer to work alongside the Facilities Team to help maintain the upkeep of the vehicles at our hospice. Carrying out basic checks and cleaning our small fleet of vehicles ready for our staff to use. You don't need to be a mechanic just have a good attention to detail and an interest in car maintenance!

What you will be doing

- Carrying out vehicle checks
- Checking oil, water, screen wash, tyre treads
- Checking all lights are working
- Checking emergency equipment is in date
- Ensuring fleet folder paperwork is stocked
- Interior and exterior cleaning
- Reporting defects and notifying the Facilities Team

The skills you need

- Good communication and listening skills
- Ability to use small hand tools i.e. screwdriver
- Willingness to undertake training on Manual Handling, Health & Safety and the Control of Hazardous Substances (COSHH) and the use of specific maintenance tools where appropriate
- Ability to use maintenance apparatus including battery driven equipment, pressure washer and small steps / ladder
- Flexible, adaptable and willing to work on your own or part of our team
- Reliable and good time-keeping
- Competent in handling materials identified as hazardous in the COSHH register and the use of power tools
- Physically able to carry out allocated tasks
- You will need a current driving licence and complete a licence check

What's in it for you

- An opportunity to be part of a team
- Induction training
- All reasonable expenses reimbursed so you are not out of pocket

Disclaimer

We are committed to protecting and keeping you safe. Therefore, we have a comprehensive selection, checking and ongoing management process in place. A Disclosure and Barring check may be necessary for this role, which we will carry out. All mandatory training must be completed, and our policies and procedures complied with.