



## Coldharbour Mill Volunteer Role Profile

### **Role: General Maintenance Volunteer**

**Responsible to:** General Manager

### **Purpose:**

Under the guidance of the manager to provide a professional maintenance service for the upkeep of the building and machinery. This generic profile encompasses trade and support activities covering painting, carpentry, plumbing and handyman.

### **Responsibilities:**

To help ensure a good standard of general maintenance [internally and externally] at the mill.

### **Key Activities:**

1. Identify and agree priorities and workload
2. Carry out and complete work as required
3. Ensure good condition and replacement of materials and tools by agreement with manager
4. Monitor stock-levels of materials as appropriate, alerting manager as necessary
5. Highlight any additional requirements identified when carrying out role

### **Commitment:**

Ideally a regular commitment of at least one three hour session per week, ranging up to five sessions a week.

### **Personal Attributes:**

Able to use own initiative and work closely within maintenance team

### **Skills and Experience:**

Practical/trade experience

Ideally some background in building and /or maintenance work

### **Support and Training provided:**

Necessary technical and safe-working training

*This is a voluntary role and this arrangement should not be seen as either legally binding or an employment contract*

JB/JR June 2019