

# MAINTENANCE VOLUNTEER

**LINE MANAGER:** Maintenance Manager

**LOCATION:** St Luke's Hospice, Turnchapel

## DESCRIPTION OF ACTIVITIES

To assist the Maintenance Manager with the internal/external maintenance of the main Hospice building to include the inpatient unit, Brooklands, the Hospice Warehouse and all the Hospice shop premises. The following are examples of the sorts of work that need doing from time to time, and the post holder will support the Maintenance Team in those areas where their skills and capabilities allow and as agreed with the Maintenance Manager.

General building work both internal and external as and when required including the following:

- Assisting with the building of brick walls.
- Building internal partitions.
- Capable of using a range of power tools.

Assisting with the maintenance of the plumbing including the following:

- Maintenance of the Hospice pumps.
- Any plumbing repairs or maintenance of plumbing as required.
- Maintenance of the Hospice drains.
- Lifting heavy pumps.
- Removing bathroom equipment and disconnecting the plumbing.

Assist the maintenance manager, to ensure that all electrical equipment is operating safely and in working order including the following:

- Assisting with wiring.
- Cleaning electric fans.

**St Luke's Volunteer Services**

**Tel: 01752 401172 • Email: [volunteer@stlukes-hospice.org.uk](mailto:volunteer@stlukes-hospice.org.uk)**

**[www.stlukes-hospice.org.uk](http://www.stlukes-hospice.org.uk)**

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Carpentry work. Including the following:

- Assembling furniture.
- Fixing doors/building doors and modifying when necessary to fit, also fixing door closers, door furniture and locks.
- Fixing/fitting/repairing windows as required.

Assist the Maintenance Manager with the Maintenance of the Hospice Warehouse and Shops, including the following:

- Warehouse and shop fitting work which includes building partition walls, putting up shelving and railing, building display counters, electrical work, moving equipment.
- Preparation and redecoration.

General Maintenance Work. including the following:

- Putting up noticeboards.
- Moving kitchen equipment which may be heavy.
- Carpet laying.
- Capable of loading things in and out of the Hospice van.
- Driving, for example to pick up maintenance supplies.
- Basic vehicle maintenance i.e. changing wheels etc.
- Moving furniture and equipment.
- Painting.

Please note whilst the above is a range of tasks undertaken by the Maintenance Department no one volunteer will be expected to have the skills to undertake all of these tasks.

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