

VOLUNTEER ROLE DESCRIPTION

ROLE TITLE: **GENERAL MAINTENANCE VOLUNTEER**

RESPONSIBLE TO: MAINTENANCE MANAGER

AIMS:

To assist the maintenance team with a range of basic cleaning and maintenance tasks.

PRINCIPAL ACTIVITIES:

The volunteer will be asked to undertake activities from the list of tasks below. This list is not exhaustive and other tasks may be required as necessary.

- Sweeping paths
- Sweeping and cleaning ground around aviaries and other areas
- Assisting in general upkeep of aviaries
- Cleaning windows
- Cleaning doors and other structures
- Maintenance of all signs round the gardens – checking for damage, cleaning, reinstating of broken signs, erection of new signs
- Cleaning of benches

DAYS AND TIMES

Ideally one day per week (Monday – Friday), hours to be agreed. All year round, but there may be less to do in rainy weather.

The Gardens would require a commitment of at least 4 hours per week for 6 months from any volunteer.

TRAINING AND SUPERVISION

Training in these tasks would be given and the volunteer would be supervised at all times. However, for a lot of the time, the volunteer would be working alone.

EQUIPMENT

The volunteer must wear safety boots, which ideally would be provided by the volunteer. Other equipment and tools would be provided as necessary.

PERSON SPECIFICATION

Many of these tasks are routine but require attention to detail. The post requires regular performance and commitment.

The person must be enthusiastic and dependable, capable of working alone after appropriate instruction or as part of a small group.

The role may suit someone leaving full time employment who wishes to remain active. It may also suit someone who is working part-time who has a spare day during the week.

The volunteer must also be able to cope with the sometimes physically demanding work which is mainly outdoors.

Good spoken English is essential. A sense of humour is always useful!

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