



Elton Community Centre
School Lane, Elton CH2 4LT
Reg: Charity No. 520048

VOLUNTEER JOB DESCRIPTION

Maintenance Work

ROLE OVERVIEW:

Here at the Elton Community Centre we are a small team making a big impact! We run important projects, events & clubs including the Elton foodbank which is vital in supporting people during times of need. By joining as a maintenance volunteer, you will support the building Coordinator with the general upkeep of the centre itself to maintain standards and improve spaces for our visitors and the wider community. This role may involve manual handling, lifting and/or use of equipment & tools.

SUPERVISOR: Building Coordinator

HOURS: Ad hoc and can include occasional weekend work, emergency repairs or specific events.

LEARNING OUTCOMES: All our volunteer roles at the centre offer the opportunity to learn new skills and develop in your chosen area of volunteering. Volunteering with us also gives you the opportunity to contribute and support the local community whilst meeting new people and building relationships.

MAIN ROLE RESPONSIBILITIES:

- Carrying out a variety of planned and reactive tasks to fix, maintain and keep the building in good repair.
- To identify any potential issues and carry out preventative maintenance.
- Manual handling including assembling and moving furniture for events.
- General improvements including painting and general decorative improvements.
- Ensuring high standards of maintenance are met in accordance with Health & Safety Policies

PERSON CRITERIA:

- Experience of performing routine maintenance or DIY tasks preferred.
- Specialist skills i.e. plumbing, electrician, heating etc would be welcomed but not essential.
- Some experience of using basic tools and electrical hand /power tools preferred.
- Able to use tools and equipment safely.
- Good attention to detail.
- Be able to accurately record & log information and update records if required.
- Ability to work alone safely and adhere to community H&S policies.

Applications are available from the Community Centre or online via our website www.eltoncommunitycentre.co.uk . Completed applications can be returned directly to the centre or emailed to admin@eltoncommunitycentre.co.uk