



## **BYHP Volunteer Programme**

### **Role / Job Description (JD) – Caretaker / Handyman**

#### **Work Duties**

##### **Caretaker**

- Manage the flow of donated items into and around the building (non foodbank)
- Responsible for management of physical stocks of items (non foodbank) and liaison with admin team for re-ordering (stationery / cleaning products etc.)
- Organise and manage storage areas around the building to optimise their use
- Maintain a “To Do” list of larger maintenance works to be undertaken by contractors
- Liaise between external maintenance suppliers and BYHP Head of Business as required
- Setting out chairs and tables in meeting / training rooms
- Some light day to day cleaning and tidying – not a cleaning job as external cleaner employed

##### **Handyman**

- Undertake small DIY jobs to ensure the fabric of the building is maintained in good operational order
- Undertake small repairs and maintenance in the garden and patio areas
- Keep all tools and items such as BBQs etc. clean and tidy with all accessories
- Other general support as identified

##### **Hours of Work**

- Ideally 2 hours a day for up to 3 days a week but could be more if the person wished

##### **Administrative Responsibilities**

- Recording any relevant information in the Health & Safety log
- Recording any relevant information in the Facilities Maintenance Log
- Compliance with BYHP policies and procedures

##### **Skills / Abilities Required**

- To work as part of a small team
- Practical skills – DIY / Organisational
- Physically fit and able to lift and carry according to best practice guidelines for handling
- Flexibility and patience
- A sense of humour and a love of tea and cake!

All volunteers are required to apply and to undertake an assessment interview with the appropriate member of staff.

All volunteers need to sign a BYHP confidentiality agreement.

All volunteers who will have contact with BYHP’s client base will be required to undergo an enhanced DBS check and only when a satisfactory DBS certificate has been seen by BYHP’s admin team will a volunteer be allowed to start.