

## POSITION DESCRIPTION

<b>Position Title</b>	Volunteer Carpenter	<b>Responsible to</b>	Facility Maintenance & Purchasing Officer Business Manager Maintenance Volunteer Coordinator
<b>Team Name</b>	Building Maintenance	<b>Version Date</b>	May 2022

About the Role	
Purpose	To assist maintain the buildings (internal & external) of Ipswich Hospice Care.
Key Responsibilities	<p>Carry out carpentry repairs such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repair of cupboards &amp; shelving</li> <li><input type="checkbox"/> Basic repair of windows &amp; doors eg: sticking</li> <li><input type="checkbox"/> Install new cupboards and shelving / drawers</li> <li><input type="checkbox"/> Report potential hazards and any incidents to Facilities Maintenance &amp; Purchasing Administration Officer in accordance with the Risk Management procedures.</li> <li><input type="checkbox"/> Ensure all administration and documentation requirements are initiated and completed in a professional and timely manner.</li> </ul>
Attributes, Skills & Experience	<p>Cabinet Maker qualification</p> <p>Minimum 5 years of experience as a Cabinet Maker / Carpenter in both domestic and industrial works is recommended.</p> <p>Customer Service - Excellent communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients. Demonstrate reliability and punctuality.</p> <p>Teamwork &amp; Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - always ensures privacy and confidentiality. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.) and relevant professional codes. Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values. Demonstrated experience and understanding of the need for continuation of both personal and professional development.</p>
Training & Other Requirements	<ul style="list-style-type: none"> <li>• Cabinet Maker / Carpenter qualification*</li> <li>• IHC Orientation and Mandatory Education as per organisational framework Booklet.</li> <li>• Covid-19 Vaccination Certificate</li> </ul> <p>*Students may qualify is directly supervised by training organisation or qualified tradesperson</p>
Shift Days/Times	As required – maximum of 15 hours per fortnight
Role Risk Assessment	High

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date