



Volunteer Maintenance Assistant

Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do.

If you have any queries about this task description, please raise them with your supervisor.

Main Tasks	<ul style="list-style-type: none">• Taking responsibility for your own Health and safety on site.• Ensuring that the site is safe in accordance with Newhaven Fort Health & Safety procedures.• Keeping the site free from litter and in a clean and tidy state for visitors.• Preparing for and carrying out on-site decoration.• Carrying out light construction and repair.• Carrying out basic groundwork e.g., weeding.• Cleaning and maintaining all Fort equipment and reporting defects or faults, or concerns with equipment and premises to the supervisor.
Supervisor	Fort Custodian
Date of Last Review	10/03/2022

Role Specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions for the supervisor.
- Volunteers in this role need to be keen to work in a team.
- Training in all the basic tasks in this role will be given to all maintenance assistant volunteers.
- Possible further training opportunities related to this role can be discussed.