

# Office Maintenance Volunteer



Role Title: Office Maintenance Volunteer

Department: Operations / Facilities

Location: ADSS Safeharbour

Responsible to: Office Manager

## **Purpose of the Role**

To support the smooth running, safety and upkeep of the ADSS office by assisting with routine maintenance tasks, minor repairs, and general facilities support. This role helps ensure that our workspaces remain safe, welcoming, and fit for purpose for staff, volunteers, and visitors.

## **Key Responsibilities**

- Carry out light maintenance tasks such as replacing light bulbs, tightening screws, minor fixture checks, or basic repairs.
- Support with office upkeep, including clearing storage areas, tidying shared spaces, minor furniture assembly, and moving items when required.
- Assist with visual checks on office equipment, fixtures, and fittings, reporting any hazards or issues to the Office manager.
- Help with updating signage, noticeboards, and simple layout adjustments around the office.
- Support the Operation team with scheduled maintenance days or small improvement projects.
- Ensure work is carried out safely and in line with ADSS health and safety procedures.

## **Skills & Qualities Needed**

- Practical, hands-on approach with basic DIY skills.
- Good communication skills and ability to follow instructions.
- Reliable, punctual, and able to work independently once tasks are assigned.
- Willingness to uphold ADSS values and maintain confidentiality.
- Awareness of safety when using tools or handling equipment.

## **Practical Knowledge Beneficial for the Role**

### Painting & Decorating (Basic Competency)

- Surface preparation, sanding, and filling.
- Safe, neat application of paint.
- Knowledge of appropriate paints and finishes.

### Basic Electrical Awareness

- Recognising signs of faulty equipment.
- Safe lightbulb replacement.
- Knowing when issues must be escalated.

### Basic Plumbing Understanding

- Recognising leaks or drainage issues.
- Tightening minor fittings.
- Knowing when to call a professional.

### Carpentry & Joinery Basics

- Furniture assembly and adjustment.
- Replacing hinges or simple fittings.
- Hanging basic fixtures with correct fixings.

## **Training & Certification Requirements**

### Level 1 – Essential Mandatory Training

- Health & Safety Awareness Certificate
- Safeguarding Awareness Certificate
- Fire Safety Awareness
- Manual Handling

# Office Maintenance Volunteer

- GDPR & Confidentiality

## **Level 2 – Role-Specific Training**

- Basic Hand Tools Safety Certificate
- Working at Height (Low-Level)
- COSHH Awareness

## **Not Permitted**

- Electrical repairs
- Gas work
- Power tools
- High-level working at height
- Structural repairs

## **Time Commitment**

Flexible – ideally 2–4 hours per week.

## **Benefits of Volunteering**

- Develop practical skills in maintenance and facilities.
- Gain experience in H&S and compliance.
- Contribute to the ADSS community support.
- Travel expenses reimbursed.

## **Support & Supervision**

Provided by the Office Manager.