

Volunteer Task Description

Volunteer Pallet Projects

Purpose of Role

The expectation is that any person filling this role will support the work of SCRATCH by creating pallet wood products in our workshop. This is a new and evolving project where your skills, innovative ideas and creativity will be appreciated!

Key Tasks (NB. Not all volunteers are involved with all tasks)

- To support the rest of the team in delivering a high standard of service to meet the aims and objectives of the project.
- To prepare and build a variety of items from de-constructed pallets
- Liaise with the Furniture Manager to agree tasks for day
- Check that all fire escapes are opened and ensure kept clear.
- Help keep workshop clean and tidy. Ensure walkways are kept clear and all Health and Safety procedures are followed
- Ensure all equipment/tools are in good working order. Report any problems to Furniture Manager
- Return tools after use (NB. No power tools are to be used without prior instruction and written authorisation for your own safety)
- Ensure all scrap wood is put in the designated area
- Keep floor swept as far as is practical during the shift
- Report any shortages of sundries e.g, screws, sanding belts etc to the furniture manager
- Help ensure that there is good communication between all volunteers and staff, including office staff
- Ensuring outside areas are tidy and rubbish-free.
- In the absence of the Furniture Manager it is desirable that you will be able to identify the most important tasks to be completed to meet the aims and objectives of the project.
- Maintain volunteer and staff confidentiality at all times
- Attend any training as agreed with line manager
- Attend meetings as requested with other volunteers and members of the SCRATCH staff team.

General Responsibilities

- Comply with SCRATCH's volunteering policies at all times - including **Health and Safety, Confidentiality, Equality and Diversity** and **Smoke-Free policy**.
- Wear/use appropriate personal protective Clothing/equipment at ALL TIMES
- Make sure the premises are kept safe, clean and tidy.

Time Commitment

Minimum seven hours a week would be ideal.

The SCRATCH warehouse is open Monday to Friday, 8.30am – 4pm.

Location

The post is based at SCRATCH, Unit 33, Mount Pleasant Industrial Estate, Mount Pleasant Road, Southampton, SO14 0SP

Tel: 02380 773132

Expenses

Reimbursement of out of pocket travel expenses between home and volunteering location, and other reasonable expenses as agreed with supervisor.

Supervision and Support

Provided by the Furniture Manager, Ian Dowdell, Senior Manager Mike Smith and also Volunteer Manager, Annie Knight.

Who are we looking for?

We are looking for people who are committed to proactively supporting the work of SCRATCH and who share its aims and values. We want people of any age and background. You must have some wood working experience. A sensitive and mature attitude is required as is the ability to work on your own initiative and as part of a team. Previous experience of dealing with the general public is desirable. Willingness to attend support sessions and agreed training is essential.