

Volunteer Task Description

Volunteer Repaint Supervisor



Purpose of Role

The expectation is that any person filling this role will provide assistance in SCRATCH's warehouse supporting the team running the Repaint project. You may also meet and help visitors donating other items to SCRATCH.

Key Tasks

- To support the rest of the team in delivering a high standard of service to meet the aims and objectives of the project.
- Liaise with the Warehouse Manager to agree tasks for day.
- Check that all fire escapes are opened and ensure kept clear.
- Help keep paint store and warehouse clean and tidy. Ensure walkways are kept clear and all Health and Safety procedures are followed
- Collect walkie-talkie from office to allow easy/effective communication between warehouse and office.
- Assist Repaint clients in choosing appropriate paint, complete relevant paperwork.
- Supervise donations of new paint stock. Ensure that items are correctly labelled, stored and logged in paint store.
- Keep any equipment/tools clean and correctly stored.
- Ensure paint store is kept secure when not in use.
- Liaise with Furniture Manager to ensure Upcycling team have sufficient, suitable paint supplies available
- On occasion to greet visitors wishing to donate furniture or other items. Assess donations BEFORE accepting. Be prepared to say NO THANKYOU if items are not suitable or not needed at that particular time. Any accepted donations need to be logged so we know what is in stock. There is a list on noticeboard by warehouse door. Please add to monthly tally. Remember to say big thankyou for donations!!
- If appropriate offer "information sheets" to visiting donors.
- Treat all visitors in a friendly, polite and professional manner ensuring, to the best of your ability, their Health and Safety whilst visiting the warehouse. *Please note: the warehouse is not open to members of the public except for accepting donated items.*
- Help ensure that there is good communication between all volunteers and staff, including office staff.
- Ensuring outside areas are tidy and rubbish-free.
- Maintain client/customer, volunteer and staff confidentiality at all times
- 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 a sensitive and mature attitude and the ability to work on your own initiative and to on occasion to supervise a volunteer team. Previous experience of dealing with the general public is desirable. The ability to say 'no' to unsuitable donations is helpful!! Willingness to attend support sessions and agreed training is essential.