For office use only: **VCE022**

Reviewed by: **TC/RC**

Date: **03/22**

**PAINTER & DECORATOR**

Location of position/department: Various

Responsible to: Stephen Roberts

Time commitment: 1 Full Day 8am – 4:30pm

Number of placements available: 2

**Purpose/Summary of Role:**

* To work within empty Social Housing properties with the support and supervision of an experienced painter decorator complete all relevant works and any other adhoc duties as and when required

**Description of Tasks:**

* To carry out minor painting to internal and external of properties as required by the planned programme of works
* Prepare and clean surfaces using hand held power tools and the appropriate methods, repair cracks and holes by applying appropriate fillers/sealant
* To ensure work is carried out safely ( with materials, work area and waste managed safely) and all properties are left clean and tidy for customer
* Ability to meet deadlines and work to tight schedules
* To display a friendly, flexible, helpful and courteous attitude to colleagues, tenants and the general public
* To work safely at all times, following risk assessments, method statements (for example using correct PPE and appropriate access equipment when working at height etc) and raising any safety concerns immediately
* To comply with Health Safety legislation and in accordance with Creating Enterprise’s Health & Safety Policy and procedures without exception

**Training & Support:**

Work Buddy:

* Induction to the organisation
* Full training on all aspects of the role
* Regular updates from Volunteer Coordinator
* Personal Development Plan
* Participation in the Volunteer Rewards Programme

**Reimbursement of Expenses:**

Out of pocket expenses will be reimbursed as follows:

* Mileage costs @ 40p per mile from home to place of volunteering
* Public transport costs reimbursed on receipt of valid ticket
* Lunch (conditions apply)
* Childcare (conditions apply)

**How to Apply:**

* Email tish.calveley@creatingenterprise.org.uk or telephone 01492 588 980
* Express an interest in which role you are interested in

**Line Manager’s Signature: Date:**