



## Volunteer Job Role – Gardening & Repair May 2019

**Volunteer name:**

**Volunteer working hours/time:**

**Supervisor:** Repair Cafe Lead/Kitchen Lead/Office manager

### Basic Principles

We look forward to working with you at WAC, and hope you get as much from your time with us as we do from you as a volunteer. We really value the work of our volunteers, without whom much of what we do would not be possible.

We hope to be able to help you to get as much as possible from your time here, and if there is anything we can do to make your time more rewarding please do let us know.

Many of our volunteers have gone on to volunteer with other organisations, and some have even used it as a stepping stone to move into paid employment. This might be part-time, full-time, or self employment. The skills these people learn from their time at WAC helps them to make this big move, and we hope to help you increase your skills, confidence and to give you experience of being in a real-life working environment, with other volunteers and paid staff.

### Key Responsibilities

This is a list of things to remember and to help out with when you are at WAC –

- Remember to sign in
- Support the supervisors with risk assessment and induction.
- Support supervisors with setting up and preparing the outside and inside working areas
- Carry out the morning's designated tasks such as gardening, including weeding, potting on, cutting the grass, as directed by the supervisors.
- Before lunchtime please support the kitchen supervisor and volunteers to prepare the eating space.
- Bring the food from the kitchen and serve.
- Complete all project paperwork such as feedback forms

- Support everyone to clear away eating areas, tidy away tables and chairs, help with washing up, sweeping the inside and outside areas.
- Wash the floor in the kitchen and the training room.
- Clean and tidy away once you have finished
- Be prepared to multitask and help as needed.
- You are welcome to continue with gardening and repair tasks after lunch
- Use your initiative and help out with anything you can see needs doing
- Sign out before leaving.

### **Remember – we're all here to have FUN!**

There are things we can all do to make our time here at WAC as enjoyable as possible –

- Before each session please join in with the welcoming drinks and socialising
- Welcome new participants
- Eat and socialise together

In general be happy, open and welcoming, to make your time – and that of your fellow volunteers and workers – as enjoyable as possible.

### **Please Also**

To make sure that WAC is as safe and happy a place to work and volunteer as possible, please also –

- Talk to your Supervisor about our First Aid and Fire Safety Procedures
- Take part in a Risk Assessment at the start of your time with WAC
- If you're not sure about anything at all, please ask. We're all here to help!

### **To Contact us**

We are based at

**The Treneere Community Space, Colinsey Road, Penzance TR18 3NZ**

**Telephone:** 01736 369772

**Email:** [info@wholeagaincommunities.co.uk](mailto:info@wholeagaincommunities.co.uk)