**FRIEND OF MUSTARD TREE**

**ROLE DESCRIPTION & PERSON SPECIFICATION**

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| **Role Title:** | Facilities Management Support |
| **Responsible to:** | Activities and Volunteering Coordinator |
| **Volunteering hours:** | Minimum of 2 days a week, Monday – Saturday.  Hours:A choice of either **8:30am – 1:00pm, 12:00am – 4:00pm**, or **8:30am – 4:00pm.** |

**Could you help keep Mustard Tree safe, clean and COVID secure by volunteering as a Facilities Manger?**

Help maintain the safe and efficient operation of the entire building’s facilities, keeping areas clean and tidy.

**What you’ll be doing: Role Description**

* Working with the facilities team to make sure all contact points are cleaned on a regular basis in line with Mustard Tree guidelines and standards
* Assisting in the day-to-day cleaning responsibilities: including dusting, sweeping, hoovering and toilet cleaning
* Notifying the Facilities/Building Co-ordinator of any faults or necessary repairs and assist in rectifying these, if needed
* Sorting materials into their appropriate recycling bins, including pressing cardboard
* Liaising with staff and volunteers
* Attending team briefings

**General Volunteering Duties**

* Work within health and safety guidelines and Mustard Tree’s policies and procedures
* Embody Mustard Tree’s values and represent the charity as required

**What we’re looking for: Person Specification**

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| **Specification** | **Essential / Desirable** |
| Good English language ability both in written and verbal form | Essential |
| Experience of working in a team | Essential |
| Good customer service skills | Essential |
| Flexible and can-do attitude – encouraging others to work to our vision and values | Essential |
| Experience in working with vulnerable adults | Desirable |
| Facilities background or experience in facilities management | Desirable |

**Contact Information**

If you are interested in this volunteer opportunity, please complete our [Friend Of MT Application Form](http://www.mustardtree.org.uk/wp-content/uploads/2018/05/Application-Form-Friend-Of-MT.doc) and send it to [harry.dwan@mustardtree.org.uk](mailto:harry.dwan@mustardtree.org.uk)