**Volunteer PAT TESTER Role Description**

**TASK DESCRIPTION**

To support the retail department in the testing of donated electrical products and maximise income for St Kentigern Hospice through the preparation and testing of donated electrical items. You will be required to undertake the free online training and a PAT qualification that enables you to test electrical items to ensure that they are safe to use and sell in our shops.

* To identify, inspect and test donated electrical products for resale
* Ensure electrical items meet and pass all the specific PAT testing criteria
* Complete all associated records as defined by the PAT testing process
* Maintain and archive such records for audit and checks
* Maintain the area assigned for testing to be safe / functional.
* Maintain and store all testing equipment ensuring its serviceability
* Highlight any test equipment due or over its annual inspection schedule to the duty manager
* Maintain a safe working environment at all times

**PERSONAL SPECIFICATION FOR VOLUNTEERS**

* Follow all Health & Safety requirements.
* Accuracy and attention to detail.
* Good communication skills.
* Team player.
* Self-awareness and ability to use initiative.
* Commitment to St Kentigern Hospice’s values of empowerment, accountability and inclusiveness.

**ADDITIONAL REQUIREMENTS**

• To ensure in all circumstances that you demonstrate our Hospice values at all time.

• The above is indicative of the tasks required. This may change from time to time, in consultation with the volunteer and in line with service needs.

 • All duties to be carried out in accordance with the law, Hospice philosophy, policies and procedures and in the spirit of fairness, equality and other professional guidelines.