

Machinery Maintenance (Newman Brothers, Fleet Street)

Volunteer Role:	Machinery Maintenance Volunteer
Responsible to:	Trust Director
Hours and time frame:	5-10 hours per month from August to December 2012 and after February 2014
Location/workspace/equipment:	13-15 Fleet Street, Jewellery Quarter
Purpose:	To perform basic maintenance and cleaning down of machinery, including presses, drop stamp, guillotine, cutters... A long-term goal is to get some of the machinery operating as part of demonstrations
Responsibilities:	<ul style="list-style-type: none"> • Lightly dust and clear debris from machinery throughout the factory • Use specification provided by experts and recommended cleaning products • Check all elements of machinery and use as appropriate • Keep records of cleaning dates and machinery and operate a rota system • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • A background in engineering or carrying out similar maintenance tasks on old machinery essential • Not averse to getting a bit grubby or to a dusty environment!
Support/training provided:	<ul style="list-style-type: none"> • Familiarisation of the building and tasks identified • Specification of works provided • Cleaning products and equipment supplied • Health and Safety guidance • Relevant safety equipment • 'Out of pocket' expenses • Additional relevant training as identified
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> • Maintain good working relationships with staff, other volunteers and members of the public • Attend appropriate training and learn about the work of Birmingham Conservation Trust • Promote understanding and enjoyment of Birmingham's built heritage • Be reliable in delivering tasks identified • Observe organisational policy and procedures • Protect BCT property from theft, damage or loss, within the limit of their responsibilities • To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager