

## **PAT Tester**

**Supervised by:** Distribution Centre Supervisor

**Duty Hours:** Any hours as agreed between 8.00am – 4.00pm (Mon – Sat)

### **Role summary**

It is essential every donated electrical item is sorted and PAT tested by a competent person before being returned to a Prospect Hospice shop for sale. All records for pass/fail must be maintained.

### **Role Responsibilities**

- Attend Distribution Centre to test donated electrical appliances.
- Role may require some travel to Prospect Hospice shops to test donations.
- Ensure compliance with paperwork / procedures with regards to passed/failed electrical items
- Follow processes for PAT testing in the Distribution Centre, including a function test, and replace items on racking in appropriate sorted location
- Willing to attend (or already qualified) City and Guilds 2377.
- Maintain a tidy, clean and safe Distribution Centre environment.
- To act in a polite manner and work with care and consideration within a large team of Distribution Centre volunteers and staff.
- Assist with leaflet distribution for volunteer recruitment if required

### **General**

- Putting Safety at the forefront of everything we do
- To liaise and maintain good rapport with staff, volunteers and members of the public visiting the Distribution Centre
- Display a professional & caring attitude at all times
- Maintain Prospect's confidentiality policy at all times
- Inform the Distribution Centre Supervisor of unavailability for scheduled duties, preferably giving at least 24 hours notice
- Help keep the Distribution Centre areas clean, neat and tidy
- Attend meetings/in-house training sessions as required
- Being an ambassador for Prospect Hospice
- To undertake relevant / ongoing training as required

### **Distribution Centre Operatives:**

- Must successfully complete relevant initial and ongoing training / assessments
- Will be reimbursed for all reasonable out-of-pocket costs incurred traveling between home/work and the Hospice upon completion of the appropriate claim form

NB

This role description will be reviewed periodically and may be amended according to the changing requirements of the Distribution Centre Team.

### Health & Safety at Work Act

It is the responsibility of all volunteers to ensure that the requirements of the Health & Safety at Work Act are complied with, safe working practices are adhered to and that hazards are observed and reported to the appropriate person.

### Helpful Skills and Experience

Criteria	Essential	Desirable
<b>Presentation/impact</b>	Good ambassador for Prospect Hospice	
<b>Experience</b>	Team Working Creating ideas for improvement	Previous PAT Testing experience
<b>Knowledge &amp; skills</b>	Good communication & interpersonal skills	
<b>Special aptitude</b>	Adaptable, flexible and able to feel comfortable in a busy Distribution Centre or shop environment.	
<b>Disposition</b>	Confident Team worker Enthusiastic Reliable Good Communicator	
<b>Circumstances</b>	Available 1-3 days per week	Able to help with extra cover