

Volunteer Position Description

Position Title:	Plant Engineering – Maintenance Staff Support Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Flo, Ft.T
Position Summary:	
Volunteer will assist Plant Engineering Staff in various duties throughout the Florence and Ft Thomas Hospital Campus.	
Qualifications:	
Standard requirements and qualifications that are necessary to adequately perform the required tasks are as follows: <ul style="list-style-type: none"> • Maintain confidentiality • Need Basic keyboard/typing/computer skills • Must be able to stand/walk/and sit for long periods • Must be able to understand/follow/detailed written and oral directions • Be willing to learn and assist with basic repairs as they relate to the Nurse Call System • Be able to use small hand tools (ie: screwdrivers, pliers, wrenches, etc.) • Be able to learn and use simple testing and diagnostic equipment. 	
Duties & Responsibilities:	
Major Position Functions: <ul style="list-style-type: none"> • Assist Plant Engineering Associates with basic tasks and maintenance items. General labor, pillow speakers, organizing tool rooms and plan rooms. 	
Key Accountabilities:	
Standard Measurements Include: <ul style="list-style-type: none"> • Maintain a regular weekly schedule and responsibly communicate when not available as circumstances arise • Able to demonstrate basic use of hand tools skillfully and safely 	
Time Commitment:	
<ul style="list-style-type: none"> • Plant Engineering Staff is open for Volunteer to choose their own work days and hours but must be consistent and dependable to allow for scheduling of testing procedures. 	
Uniform:	
The preferred uniform for volunteers working in Plant Engineering is: <ul style="list-style-type: none"> • Traditional volunteer uniform (smock, jacket or solid color polo shirt for men) with solid color casual pants only (no denims, no sweats, jogging or spandex pants) • Flat, closed-toe shoe only 	
Date Originated:	February 13, 2015
Date Revised:	February 13, 2015
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Volunteer Supervisor:	Brian Agee FTT and Ralph Lohman FLO