**Christian Community Action Domestic Appliance Engineer**

**Job Title:** Domestic Appliance Engineer

**Reports to:** Business Development and Sustainability manager

**Responsible for:** Repairs, delivery and fitting of white goods

**Purpose:** To work as part of a team to ensure the organised and safe operation of repairing, cleaning and installing white goods for the White Goods Project. To help install white goods for customers and clients when needed. To participate in the training of volunteers working to repair and maintain white goods.

**Location:** 4 Barrett Court, 70 Cardiff Rd, Reading RG1 8ED

**Hours:** 21 (3 days a week – Flexible)

**Rate of pay:** £11.90 Per Hour

**ROLE AND RESPONSIBILITIES**

1) Warehouse Responsibilities

* Helping and instructing volunteers to clean white goods to a satisfactory standard.
* Testing white goods to make sure they are in working order.
* Fault finding and repair of multi-brand white goods appliances: Washing machines, Electric Cookers, Microwaves and Fridges/Freezers.
* Provision of suitable stock - advise shortages/items required for the white goods project
* Be aware of items currently out of stock and needed to fulfil client orders
* Monitor and maintain Health and Safety procedures and standards on the vans and in the warehouse

2) Donation Collection

* Helping to maintain the desired levels and quality of donations for the White Goods Project - in consultation with colleagues
* Recommend removal of unsuitable items, replacement with better quality items
* Ask donors to complete gift aid forms (when applicable)
* Provide training on donation requirements and quality as necessary
* Minimise level of rubbish items collected. Liaise on tip runs to ensure full van loads.

3) Organising Collections and Deliveries

* Work with the Warehouse delivery crew to organise fittings, collections and deliveries of White Goods.
* Have adequate knowledge of CCA’s activities for customer/agencies/staff queries to be answered.
* Attend training as required.
* Carry out within reason, any other duties necessary to ensure the White Goods operations’ run smoothly

PERSON SPECIFICATION

Experience/Skills

* Relevant white goods experience
* Full clean UK driving license
* Demonstrate pride in your work
* Attention to detail
* Relevant white goods repairing and fitting experience
* Can work independently and with a team when required
* Awareness and ability to follow safety instructions and procedures
* Ability to meet the physical demands of the job
* Reliable and dependable
* Excellent spatial awareness
* Experience of working with people from a range of backgrounds and abilities
* Effective in personal time management, organisation and forward planning

Being able to drive a C1 vehicle will positively impact applications