

# Role Profile



**St Nicholas Hospice Care** is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

<b>Job role</b>	Vehicle Checker and Valet
<b>Reports to</b>	Facilities Manager
<b>Location</b>	St Nicholas Hospice Care
<b>Job Purpose</b>	To carry routine checks and valeting for our small fleet of leased vehicles. This role will directly support our Community Nurses and the Fundraising team by helping to maintain their means of transport throughout the local region.

## What the job involves

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### Key Responsibilities:

- To help to maintain a small fleet (less than 10) of loaned and leased vehicles
- Record mileage
- Use provided guidance to conduct weekly checks on:
  - Oil, Coolant and Screen wash levels
  - Tyre pressures and wear
  - Lights and Wipers
  - Visual check of vehicle including body work and wheel trims
- Valet interior/exterior of vehicles, as required
- Inform maintenance team of any concerns or defects

## What we want from you

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- Basic knowledge of engine maintenance
- Physical abilities to carry out cleaning operations in compact vehicles and SUVs
- Enthusiasm and the willingness to support a local charity

May 2022