



Volunteer Role Tool Hire Assistant

The time commitment for this role is flexible and agreed in advance with the Residents Association. The duties of a Tool Hire Assistant (based at the Community Centre office) are as follows:

- Meet with residents of the Estate at the office who wish to hire tools, either by appointment or as they call in
- Check whether resident is already a member of the scheme
- If not, complete membership form with them and collect membership fee
- Explain list of tools for hire and complete relevant details for tool hire with resident
- Collect fee for tool hire
- Explain any special requirements for using the tools, e.g. use of safety goggles, etc., as listed in schedule
- Unlock tool shed to hand out the tools required.
- Schedules are also being set up on the computer and help may be needed at times to transfer information on to this.