

JOB DESCRIPTION



| | |
|-------------------------|---|
| Role title: | Vehicle Cleaning & Inventory Volunteer |
| Preferred commitment: | Must be flexible and commit to 4 hours per week |
| Working Days/Hours: | Mon – Fri, possible weekends |
| Department or Division: | Local LPU |
| Location: | Derbyshire - North Division |
| Post reports to: | LPU Sgt |
| Other Considerations: | Long term opportunity |
| Vetting Level Required: | NPPV2 |
| Date last reviewed: | |

PURPOSE AND DESCRIPTION OF JOB ROLE:

Derbyshire Constabulary has a wide range of marked and unmarked vehicles. We take pride in ensuring our standards and values are maintained throughout all areas of the force. We therefore require volunteers to help us clean & valet vehicles, carry out simple safety checks, such as tyre pressures & tread depth and conduct an inventory check to ensure the vehicles are fully stocked and ready for use. This includes such things as first aid kits, police tape & other essential equipment that are an everyday requirement for frontline officers & staff.

ACTIVITIES/TASKS:

- Cleaning and carrying out minor checks on police vehicles on a regular basis (oil, tyre pressures etc.) which will be supplementary to checks that are already in place.
- Maintaining inventories for vehicle equipment and completing the inventory form.
- Reporting damage/loss of vehicle equipment and maintaining vehicle kits to required standards.
- Bringing any issues with vehicles to the attention of line manager.
- Cleaning and carrying out minor checks on police cycles supplementary to the checks that are already in place

ROLE SPECIFIC SKILLS:

- Some knowledge of basic car maintenance
- The ability to present vehicles to a high standard
- Good communication skills, speaking to people face to face and on the telephone in a professional and confident manner is required.

- Good organisational skills
- Ability to plan own time and commitments.
- Ability to plan and meet deadlines.
- Attention to detail.
- A full clean driving licence is desirable

How you will benefit:

- Self Confidence
- Workplace Skills
- Support and Training

How the organisation will benefit:

- Helping us in our commitment to provide a high-quality policing service to everyone in Derbyshire
- By developing closer community links volunteers become advocates and help to improve public confidence
- By bringing new ideas, knowledge and skills into the Force you will help provide an enhanced service to the community

