



Job Description : Facilities Maintenance

Position Title: Facilities Maintenance Volunteer

Location: Buddhist Fellowship (BF)

Reports to: Facilities Coordinator / Admin Manager

Commitment: At least 1x per month or when required

Overview:

As a Facilities Maintenance Volunteer, you help ensure BF's physical spaces remain safe, functional, and welcoming. Your hands-on care supports the environment where members gather for spiritual practice, learning, and community bonding. This role is ideal for those who enjoy practical service and quietly making a visible difference

Key Responsibilities:

- Conduct monthly inspections of facilities to identify repair and maintenance needs.
- Perform minor repairs such as fixing lights, leaks, door hinges, and basic carpentry tasks.
- Carry out preventative maintenance for plumbing, electrical, and fire safety systems.
- Respond to immediate concerns including leaks, faulty lighting, and clogged drains.
- Support general upkeep of the premises to maintain cleanliness and safety.
- Collaborate with staff and volunteers to schedule repairs and improvements.
- Ensure tools and maintenance supplies are organized and safely stored

Requirements:

- Basic skills in building maintenance and repair (e.g., plumbing, electrical, carpentry).
- Proactive attitude towards identifying and resolving facility issues.
- Ability to work independently and as part of a team.
- Respect for religious and communal space.
- Willingness to learn procedures related to safety and upkeep.

Benefits:

- Meaningfully contribute to the upkeep of a vibrant spiritual space.
- Enhance practical skills in maintenance and facilities management.
- Be part of a grounded, values-driven community.
- Work in a supportive atmosphere that recognizes effort and initiative.
- Experience the joy of service through quiet contribution.