



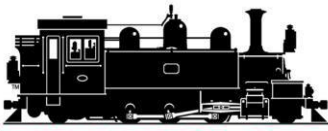
Volunteer Role Description – Entry Level

About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway offers a unique volunteering experience at its award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of the Railway with the passengers and visitors our number one focus.

Before deciding if Volunteering at Puffing Billy Railway is the correct fit for you, please consider that this is a fully operational railway with significant safety considerations. Review all our various entry level roles to find the one that suits your interests, capabilities and time. Training is provided ensure each new volunteers volunteering journey is informed and enjoyable.

ROLE TITLE	ENGINE CLEANERS
BRANCH	Train and Passenger Services Branch
LOCATION	Belgrave Running Shed
WHO THE ROLE REPORTS TO	Train and Passenger Operations Manager Senior Locomotive Drivers
COMMITMENT	One shift per fortnight
ROLE PURPOSE	To prepare, clean and polish the Puffing Billy Railway’s locomotives safely and efficiently as required. Our engine cleaners ensure the locomotives always look their best.
WHO ARE WE LOOKING FOR?	We are looking for volunteers who are: <ul style="list-style-type: none"> • Friendly and enjoy talking to the public • Enjoy being part of activities that are team based • Interested in the preservation of locomotives and mechanical equipment • Reliable and punctual • Attention to detail
KEY DUTIES	<ul style="list-style-type: none"> • Clean and polish steam locomotives as required • Split wood for locomotive light up • Clean out ash pan and pit at the end of the day • Assist the drivers and fireman with provisioning of supplies as required • Ability to interpret Safety notices relevant to the workplace • Assist the Driver and work with the train crew as required; • Act as a representative of Puffing Billy Railway • Create and participate in photo opportunities for visitors as requested

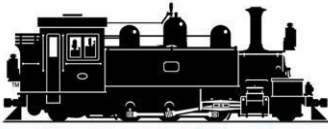


PUFFING BILLY RAILWAY

PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to work in all weather conditions • Ability to be on your feet for most of the shift • Standing on uneven surfaces for long periods • Constant exposure to hot surfaces, dust, heat and fumes
BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of an award-winning tourist attraction and volunteer team • Volunteer recognition activities • Discounts on products and events • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability and suitability
UNIFORM REQUIREMENTS	<p>Puffing Billy Railway will provide the relevant uniform at the Volunteer's minimal expense. This will be ordered for sizing upon commencement.</p>
TRAINING	<p>Puffing Billy Railway will provide on the job training with Engine Cleaning team.</p>
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Current Working with Children Check • A satisfactory National Police Check that Puffing Billy Railway will arrange • Category 3 rail safety health assessment which PBR will facilitate and provide at no cost • Two Character References • Hold a PBR crew card when on duty • Conflict of Interest Declaration
SELECTION PROCESS	<p>Our Volunteer Services Team will assess the new application based on the organisation's requirements and the suitability of the candidate to the role. Puffing Billy Railway reserves the right to refuse any application.</p>

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process
- Agree to work in a manner that is safe for themselves, other volunteers and paid staff
- Divulge any pre-existing medical conditions, injury or illness or changes to their health
- Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description



PUFFING BILLY RAILWAY

Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.

Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff and volunteers. We are committed to the continual development of inclusive practises.

Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign and adhere to our Child Safe and Child Safe Code of Conduct



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!