

## Toy Maintenance coordinator

### Objective

To assist the toy librarian in ensuring all toys are in good working order, by reviewing the workspace of repairs and matching members to the tasks. Toy maintenance may involve; repairing, replacing, or deleting. However, a repair person should look over the toy first.

### Key tasks & responsibilities

- In partnership with the toy librarian, recruit members to the repair team and document repair skills.
- Review maintenance workspace in Airtable to assess repairs needed and repair skill required.
- Arrange for broken toys to be repaired by contacting the repair team.
- Find replacement parts for missing pieces, in order for toys to be back in borrowing condition as soon as possible.
- In partnership with the toy librarian purchase replacement parts as required.
- Ensure repairs meet Australian standards and our insurance requirements.
- Periodically provide a short progress update for the monthly committee meeting (attendance not essential, however is welcomed).
- If items need to be purchased consult with the toy librarian and ensure receipts are kept for reimbursement.
- Review maintenance process and suggest improvements.

### Documentation/Items

- Airtable repair [workspace](#)

### Desirable Skills

Project managing  
Organisational skills

### Contact Person For

- Emailing manufacturers
- Mens Shed
- Repair team
- repair@ emails