

# POSITION DESCRIPTION

## Facilities and Grounds Volunteer Position

### 1. POSITION IDENTIFICATION

<b>Title</b>	Facilities and Grounds Volunteer Position
<b>Functional Area</b>	Resource Facilitation Program/Service
<b>Reports to</b>	Executive Director
<b>Salary</b>	N/A – Volunteer Position
<b>Employment Status</b>	Flexible, Part Time Position

### 2. POSITION OBJECTIVE

- To ensure the overall facility and grounds are maintained in a clean acceptable manner

### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

#### Core Knowledge Competencies

Knowledge of:

- Hearing emotionally charged information in a calm and neutral manner, is able to utilize active listening skills
- How to demonstrate confidence and versatility with a wide range of ages, personalities, attitudes and problems

#### Core Skill Competencies

- Demonstrates safe work practices and exercise discrete judgment
- Reading and writing comprehension and basic mathematical skills
- Actively works toward organizational improvement and professional growth
- Excellent verbal and written communication
- Focuses on understanding and meeting customer and staff needs
- Outstanding critical reasoning and thinking skills and problem solving skills
- Read, understand, and implement regulatory information
- Customer service, negotiation, research, and problem identification
- Planning, scheduling, implementation, and monitoring
- Analysis, evaluation, prioritization, and organization
- Creative, innovative, and resource utilization
- Follow through and follow-up and creative time management

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#### **Core Abilities**

Ability to:

- Translate observations into objective, clear and concise documentation
- Hear emotionally charged information in a calm and neutral manner; be able to use strong listening skills
- Follow through on team decisions
- Manage stress to ensure professionalism
- Maintain self-initiative, reliability, and resolve problems in a timely manner
- Sensitivity to working with culturally diverse populations

#### **4. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

#### **Minimum Education And/Or Experience (Preferred)**

- High School Diploma or GED
- Understanding of disability issues
- Excellent communication skills necessary both written and verbal
- Ability to work independently
- Ability to drive and travel independently or have reliable transportation

#### **Additional Requirements**

While performing these duties the employee is required to perform the following tasks when the need arises

- Lift and/or move up to 25 pounds
- Use hands to handle, and/or feel objects, tools, and controls
- Stand, walk, sit, climb stairs, balance, stoop, kneel, crouch and crawl
- Talk and hear
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Must not be affected by short term memory problems (without the use of effective memory strategies)
- May have unsupervised contact with children.
- Must be able to provide own transportation

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#### **5. RESPONSIBILITIES AND DUTIES**

- Contributes actively to improvement activities
- Maintain confidentiality and standards of ethical practice
- Adhere to budget and chart of account assignments

#### **MAIN BUILDING**

The following area must be cleaned weekly or on a regular basis

- Foyer and Reception Entrances
- Restrooms
- Waste Removal and Recycling
- Hallways
- Stairs
- Offices (1<sup>st</sup> Floor)\*
- Offices (2<sup>nd</sup> Floor)\*
- Creative Edge studio
- Resource Library

\*BEFORE cleaning any office area, put on disposable gloves (kept in the bathroom cabinet) to avoid contact with germs and the spread of bacteria.

#### **CHECK LIST OF CLEANING DUTIES - Inside**

##### **General**

- Check glass surfaces for spots and fingerprints and clean glass windows and doors
- Dust around the ceiling removing cobwebs
- Use a spray cleaner and go around light switches to remove smudges
- Use a spray cleaner on door knobs to remove grime
- Mats should be picked up and shaken outside, and/or vacuumed
- Move and vacuum UNDER all rugs
- Sweep or vacuum before using damp mop

##### **Restrooms**

- Damp mop floor to remove surface dust Begin with the bathroom sink
- Use a spray cleaner on faucets fixture

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- Clean the toilet with bowl cleaner around the inside of the toilet
- Clean the outside of the toilet
- Clean the seat of the toilet
- Clean under the seat of the toilet
- Refill soap dispensers
- Restock the toilet paper and paper towels
- Clean the mirror with Windex® and a paper towel
- Wipe around the light fixtures and sanitize the door knob with Windex® and a paper towel
- Removing the trash and place a new bag in the receptacle
- Sweep or vacuum before using damp mop
- Damp mop floor to remove surface dust
- Removing the trash and place a new bag in the receptacle

#### **Kitchen Room**

- Wipe down microwave
- Wipe down counter areas
- Wipe down sinks
- Wipe down cabinets
- Removing the trash and place a new bag in the receptacle
- Sweep or vacuum before using damp mop
- Damp mop floor to remove surface dust
- Vacuum

## **CHECK LIST OF GROUNDS DUTIES**

#### **Building Entrance**

- Check glass surfaces for spots and fingerprints and clean glass windows and doors
- Sweep patio and keep clear of debris and trash
- Use broom or leaf blower to clear driveway of debris and trash
- Shovel and salt during winter as needed

#### **Grass Areas**

- Use manual mower to cut lawn when needed
- Pull weeds when needed
- Remove trash and debris from grass areas and dispose of properly

#### **Memorial Garden**

- Use broom or leaf blower to surface area clear of debris and trash
- Carefully remove leaves, nut, and debris from garden boxes and dispose in garbage bag
- Water garden boxes with water from the rain barrel

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- Wipe down surfaces of the picnic table
- Remove spider webs from fence areas