

## Volunteer Job Description

**Title:** Center Beautification  
**Report to:** Office Manager/ED  
**Trained by:** Office Manager/ED  
**Shift:** 2-3 hours weekly  
**Schedule:** Flexible  
**Minimum Commitment:** 3 months

**Job Summary:** Help create a welcoming space and comfortable working environment by keeping the Center clean, uncluttered, and organized.

### Duties and Responsibilities:

- Sweep and/or vacuum Center floors
- Clean glass tables, mirrors, and front door
- Dust furniture (including library shelves)
- Empty trash and recycling and replace bags
- Clean out refrigerator weekly. Wash out refrigerator biweekly
- Clean “kitchen” tables and counters
- Keep supplies and cupboards organized
- Replace boxes on roof storage area, as needed

### Knowledge, Skills, Equipment and Abilities

- Enjoy cleaning
- Self-motivated
- Consistent and dedicated
- Able to communicate well with all levels of the organization, it’s members, and the general public
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.