



Catholic Charities Volunteer Position Description

Position Title: Janitorial Volunteer

Department: Janitorial

Reports to: Head Janitor

Summary: Responsible for the all cleaning of the Catholic Charities building facilities. This includes addressing Administrative Staff needs. Must be able to work in a fast paced environment and maintain appropriate work behavior with the target population being served. Perform and complete all assigned tasks in a timely and efficient manner.

Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.

- Cleaning staff and public restrooms. Restocking toiletries, disinfecting commodes and sinks and mopping restroom floors.
- Mop and vacuum as necessary all floor surfaces.
- Dust office desks, staircase, and floor boards.
- Wash windows and mirrors as needed.
- Clean up spills that require a mop. Will put out appropriate signage to indicate a wet floor.
- Empty garbage cans in all offices.
- Wipe door jams and door knobs with disinfectant.
- Dust plants on a regular basis
- Grounds maintenance may include picking up trash from the grounds. Ensuring that outside areas are free from debris that can be a hazard to the public and/or staff.

Physical Demands: The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Requires the ability to stand for long periods of time.
- Occasionally may be required to lift items up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job.

- This volunteer will be in all areas of the facility.
- The warehouse environment may occasionally have noises from a forklift and trucks.
- For safety and protection, jeans and closed toe shoes must be worn at all times.