

## Facilities Volunteer

### Job Summary

Not only are our facilities volunteers handy, but they provide service with a smile. Projects range from changing light bulbs, to plumbing and electrical work and everything in between. No two days may be alike, so be ready for anything as you work to keep our House safe and in tip top shape for our guest families.

### Reports To

House Manager

### Qualifications

- Must be excellent with common hand and power tools, have the ability to communicate well with house staff, and a willingness to uphold the RMHC standards for safety, service and efficiency.

### Competencies

- Self-motivated, knowledgeable and experienced with general maintenance and safety procedures.
- Physical ability to frequently bend, climb ladders, reach and lift up to 55 pounds
- Comfort with and knowledge of power tools
- Possess qualities of friendliness, dependability, flexibility and good listening skills
- Demonstrates respectfulness for confidentiality

### Duties and Responsibilities

- Assist maintenance staff with various routine day-to-day repairs and special projects:
  - Painting or patching drywall
  - Installing shelves
  - Minor plumbing (unclogging drains & toilets, repairing minor leaks)
  - Cleaning lint filters and air vents
  - Changing light bulbs and ballast
  - Maintaining inventory of parts and tools
  - Repair furniture
  - Replace ceiling tiles and cleaning vents
  - Other projects, as needed
- Assists in clearing and cleaning of work areas within the House facilities to ensure general safety, accident avoidance, and the highest-quality facility image
- Assist with performing preventative maintenance
- Assist with additional tasks, as assigned

### Hours

Minimum 2 2-hour shifts per month

Shifts based on availability