RAISING READERS IN STORY COUNTY

Cleaning Volunteer Job Description

Position Overview

The Cleaning Volunteer helps maintain a clean, sanitary, organized, and welcoming environment for RRSC staff, volunteers, children, and families. Volunteers may be assigned routine restroom and office cleaning responsibilities as part of a rotating cleaning schedule.

Responsibilities

- Routine cleaning.
- Complete assigned cleaning tasks according to the RRSC cleaning schedule.
- Clean and maintain restroom areas, including toilets, sinks, mirrors, countertops, floors, and other appropriate surfaces.
- Sweep and/or mop floors as assigned.
- Clean and disinfect high-touch surfaces.
- Empty trash as assigned.
- Leave the restroom clean, organized, and ready for use.
- Use cleaning and restroom supplies appropriately and report when supplies are running low.
- Vacuum/sweep general office areas.
- Dust/clean bookshelves.
- Sanitize/clean toys and play equipment.
- Volunteers are not responsible for managing, purchasing, or ordering supplies.
- If a restroom supply is completely out, the volunteer who discovers it should retrieve a replacement from the designated storage area, when available, and restock it.
- If a supply is running low and cannot be replenished immediately, notify the designated staff member responsible for purchasing or ordering supplies.

Maintenance and Safety Requirements

- Report leaks, clogged toilets, broken fixtures, lighting problems, or other maintenance concerns to the designated facilities contact.
- Report spills, unsafe conditions, or other hazards promptly.
- Follow RRSC safety procedures and instructions when using cleaning products and equipment.
- Do not attempt repairs or maintenance beyond the volunteer's assigned responsibilities.
- Cleaning assignments may rotate based on volunteer availability and RRSC needs.

Qualifications

- Must be at least 16 years of age.
- Must pass a background check.
- Dependable and willing to complete assigned cleaning responsibilities.
- Able to follow basic cleaning, sanitation, and safety procedures.
- Comfortable working independently on routine cleaning tasks.
- Respectful of RRSC's space, staff, volunteers, children, and families.
- Able to lift, kneel, squat, and maneuver in small places.

Time Commitment

- The time commitment will vary based on the assigned cleaning tasks and RRSC's needs. Volunteers will be scheduled in advance when possible.

Volunteer Expectations

- Complete assigned tasks thoroughly and consistently.
- Communicate with the Volunteer Coordinator or designated staff member about questions or concerns.
- Report supply shortages and maintenance issues promptly.
- Treat RRSC property and supplies responsibly.
- Maintain confidentiality and professionalism while volunteering at RRSC.
- Follow all applicable RRSC policies and procedures.
- Wear clothing that can get dirty or be stained with cleaning products

Impact

A clean and welcoming environment helps RRSC create a positive experience for the children, families, volunteers, and community members we serve. By helping maintain RRSC's spaces, Cleaning Volunteers directly support the organization's ability to provide literacy programs and services to the community.