

## Facility Maintenance

### Volunteer Job Description

**Title:** Facility Cleaning Volunteer, Grounds Maintenance Volunteer, Building Maintenance Volunteer

**Supervisor:** Executive Director

**Description:** Provides indirect service to clients through maintaining STPCC building and grounds.

**Qualifications:**

- ♦ Commitment to South Texas Pregnancy Care Center's Guiding Principles
- ♦ Solid commitment to pro-life and responsible sexual values
- ♦ Strong motivation to serve others in distress
- ♦ Clear background check (no history of violent or abusive incidents)
- ♦ Ability to work independently and cooperatively

**Duties of Facility Cleaning Volunteer:**

- ♦ Maintain guidelines of South Texas Pregnancy Care Center Guiding Principles document.
- ♦ Work 80% of scheduled shifts. Notify Client Services Manager of scheduled absences at least two working days prior to absence.
- ♦ Clean & disinfect all surfaces and fixtures in both restrooms.
- ♦ Dust all surfaces in client and office areas.
- ♦ Vacuum, sweep, or mop all facility floors, as appropriate.
- ♦ Empty all facility trash cans and shredder and replace trash bags.
- ♦ Wipe down surfaces in kitchen.
- ♦ Replenish paper towels, toilet paper, tissues, water bottles, Bibles, and other items as needed in all areas.
- ♦ Notify Administrative Assistant or Executive Director of an items needed.
- ♦ Perform other duties as requested by Executive Director or other staff.

**Duties of Grounds Maintenance Volunteer:**

- ♦ Maintain guidelines of South Texas Pregnancy Care Center Guiding Principles document.
- ♦ Work 80% of scheduled shifts. Notify Client Services Manager of scheduled absences at least two working days prior to absence.
- ♦ Monitor condition of STPCC grounds for needed repairs and updates.

- ♦ Routinely mow grass and trim hedges and trees to maintain a neat appearance.
- ♦ Perform minor repairs to grounds as needed.
- ♦ Notify Executive Director of major updates or repairs that require professional attention.
- ♦ Offer feedback to Executive Director and other staff regarding personnel issues, when applicable to volunteer service.
- ♦ Perform other duties as requested by Executive Director or other staff.

**Duties of Building Maintenance Volunteer:**

- ♦ Maintain guidelines of South Texas Pregnancy Care Center Guiding Principles document.
- ♦ Work 80% of scheduled shifts. Notify Client Services Manager of scheduled absences at least two working days prior to absence.
- ♦ Monitor interior and exterior condition of building for needed updates and repairs.
- ♦ Routinely replace light bulbs and air filters.
- ♦ Perform minor repairs to building and furnishings as needed.
- ♦ Notify Executive Director of major updates or repairs that require professional attention.
- ♦ Offer feedback to Executive Director and other staff regarding personnel issues, when applicable to volunteer service.
- ♦ Perform other duties as requested by Executive Director or other staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
STPCC Representative Signature

\_\_\_\_\_  
Date

Executive Director     Client Services Manager     Nurse Manager     Administrative Assistant

*Updated October 2018*