



Title: House Helper

Purpose: To maintain a clean, safe and pleasant environment for our families.

Status: Volunteer: 2 – 3 hours per week, minimum

Report To: Executive or Part-time Housekeeper

Function: Assists staff with light housekeeping duties and other important projects.

Duties and Responsibilities:

- Attend volunteer orientation, trainings and periodic refresher sessions.
- Become familiar with chore cards¹ and work independently to complete housekeeping tasks in order of priority, or as requested by staff.
- Become familiar with the layout of the House and the locations of cleaning products and tools.
- Restock House Helper cleaning kits, as necessary.
- Use the correct cleaning products on furniture, countertops, floors, appliances, etc.
- Process Chipotle, Starbucks, Uppercrust and other regular donations, as needed.
- Process in-kind donations, as needed.
- Process pop tab donations, except receipt issuance, as needed.
- Report any suspected violations of House guidelines to the House Operations Director in a timely manner.
- Report any needed repairs or other household matters to the Executive or Part-time Housekeeper.
- Share your ideas with appropriate staff for improvements to House operations or your volunteer experience.
- Allow families to engage in conversation and stop work when that happens.
- Work safely and efficiently.

Qualifications:

- Ability to commit to a regular, weekly 2 – 3 hour shift per week, with scheduled time off.
- Ability to collaborate with program staff.
- Aptitude to operate cleaning equipment, such as steam cleaners, floor cleaners, etc.
- Ability to lift up to 20 pounds and be free of physical health limitations that might result in injury.
- Conscientious and helpful attitude.
- Must work well independently and with minimal supervision.
- Knowledge of active listening skills
- Mindfulness of our families' difficult and stressful circumstances.

¹ There are two sets of House Helper chore cards: Daytime & Night Owl