



*The  
Lighthouse  
of the  
Community*

# Volunteer Services

## VOLUNTEER POSITION DESCRIPTION

**TITLE:** Janitorial/Maintenance Volunteer      **SUPERVISOR:** Director of Finance and Operations

**PROGRAM:** Hallie Q. Brown Community Center

**PURPOSE:** Responsible for providing light maintenance for HQB during hours of operation. Key responsibilities include: light maintenance and general janitorial duties.

### RESPONSIBILITIES:

- Provides light maintenance, including changing light bulbs, monitoring HVAC operations, minor equipment repair, painting and checking mechanical operations.
- Sets-up rooms for use, as designated by the Administrative Assistant.
- Janitorial duties may include but are not limited to: vacuuming floors and furnishings, mopping hard surface floors, cleaning, dusting and polishing furniture, cleaning walls and windows, cleaning and disinfecting kitchen and bathroom, emptying and sanitizing waste baskets.
- Perform errands and special projects as requested by supervisor.

### QUALIFICATIONS:

- Physical ability to moderately strenuous work safely.
- Customer service skills
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines

**SITE:** Hallie Q. Brown, 270 Kent Street N, St. Paul

### COMMITMENT:

- Minimum 3-month commitment. Flexible schedule
- Program hours are Monday thru Friday, 7:00 a.m. – 6:00 p.m.

**CONTACT:**      Manager of Volunteerism  
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