

# Maintenance Volunteer

This volunteer opportunity occurs within Siena Francis House campus, following safety guidelines that include hand washing, glove use, mask use, proper use of tools and equipment, and correct bending, lifting and material handling technique. Responsibilities include, although are not limited to:

- Arriving five minutes prior to the start of your volunteer shift.
- Grounds maintenance.
- Painting.
- Deep cleaning.
- General building maintenance (e.g. changing filters, changing light bulbs, repairing doors, locks, moving / restocking supplies throughout the buildings, and assisting with special projects).

While performing the duties of this job, the volunteer is regularly required to stand, walk, use hands to finger, handle, or feel, bend, lift and/or move up to 40 pounds, and talk and hear. The employee is occasionally required to sit, and reach with hands and arms.

**The following ARE REQUIRED, related to volunteering at the Siena Francis House:**

**Prior to coming to the Siena Francis House's Baright facility and entering our 1111 North 17th Street facility:**

- Sign up online for an open volunteer serving position, including electronically signing the Volunteer Agreement (expectations, waiver, code of conduct).
- Have a face mask ready and plan to wear it in our facilities.
- Wear closed-toed shoes with rubber/non-slick soles.
- Minors must be accompanied by an adult at all times.

**When you arrive at the Baright front desk:**

- Check in with staff at the front desk. Notify staff that you are a volunteer for Maintenance, Weekly Thursday activity, and that you will be working with our Facilities Director, Greg Mitchell.
- Obtain a "Visitor's Sticker" from staff and wear it prominently.
- Clock-in at the front desk before starting your activity.
- Wash your hands using soap and water; dry hands.
- Put on disposable gloves (if needed).
- Please follow instructions provided by the staff in the area and use proper tools and equipment.

**Before you leave:**

- Return any tools or equipment to the maintenance area.
- Wash your hands before you leave.
- Please clock out of your volunteer shift on the computer kiosk.

**THANK YOU VERY MUCH FOR YOUR VOLUNTEER ASSISTANCE!**