



## House Cleaning Volunteer

Location: Project Light Safe House

Reports To: Facility Resident Coordinator

Frequency: Flexible; based on availability and need

Duration: Volunteers are requested to commit to a minimum of one year and maintain consistent communication with the Resident Coordinator regarding availability.

### Position Overview

As a House Cleaning Volunteer you will contribute to creating a clean, safe, and welcoming environment for survivors. Your efforts will help ensure that the shelter home remains a comfortable safe space for survivors.

### Responsibilities

Routine Cleaning Tasks:

- Perform regular cleaning duties in common areas, resident rooms, bathrooms, and kitchens, including dusting, vacuuming, sweeping, and mopping floors.
- Sanitize and disinfect surfaces, including kitchen counters, tables, and bathroom fixtures, to maintain a hygienic environment.

Laundry Services for Incoming Survivors:

- Assist with laundry tasks, including washing, drying, folding, and organizing linens and survivors' clothing as needed.
- Ensure that laundry facilities are kept clean and organized.

Organizing and Decluttering:

- Help organize common areas and storage spaces, ensuring items are properly stored and accessible.
- Assist in decluttering efforts to create a tidy and welcoming atmosphere.

Special Cleaning Projects:

- Participate in deep cleaning projects as scheduled, such as seasonal cleaning, post-event clean-up, and preparation for new resident arrivals.
- Collaborate with staff to identify areas needing attention and propose solutions.

### **Safety Compliance:**

- Follow safety protocols and guidelines when using cleaning supplies and equipment to ensure personal safety and that of others.
- Report any safety hazards or maintenance issues to the Residential Coordinator promptly.

### **Communication:**

- Communicate effectively with staff about ongoing cleaning tasks and any concerns or observations made during cleaning.
- Notify staff of any supplies that are running low.

### **Training and Orientation**

- Attend mandatory volunteer orientation and any additional training related to cleaning protocols and trauma-informed care.
- Stay informed about Project Light's mission, policies, and services.

### **Qualifications**

- Basic knowledge of cleaning techniques and practices.
- Ability to use cleaning supplies and equipment safely and effectively.
- Strong interpersonal skills, communicates kindly and respectfully.
- A commitment to maintaining confidentiality and respecting the privacy of survivors.

### **Benefits**

- Opportunity to make a meaningful difference in the lives of survivors.
- Gain valuable experience in cleaning and community service.
- Access to training and resources related to trauma-informed care and support.
- You will help ensure that the home remains a clean, safe, and supportive environment.