



An Affiliate of  UnityPoint Health

## VOLUNTEER POSITION DESCRIPTION

**Title/Position:** Maintenance Partner

**Goal of Position:** Support and maintain the facility by assisting the Maintenance Department to complete indoor and outdoor tasks.

**Duties:**

1. Work with the Facilities Director to identify tasks to complete, primarily outdoors.
2. Assist with landscaping upkeep by raking leaves, pulling weeds, pruning bushes, maintaining flowerpots, etc.
3. Paint outdoor or indoor items as needed.
4. Sweep and help keep outdoor sidewalks and doorways clean and clear of debris.
5. Willing to pick up trash and other items to maintain the cleanliness outside the facility.
6. Identify areas that need extra work and report to Facilities Director.
7. Complete other duties as agreed upon by Facilities Director and individual.

**Time Frame:**

Length of commitment: 12 months and at least one shift per month or weekly shifts over summer  
Length of shift: Varied  
Scheduling: Varied times and flexible to your schedule. Must be between the hours of 8am and 4:30pm Monday-Friday. Summer months are preferred.  
No Holidays or weekends

**Worksite:** Mostly outdoors but throughout the entire facility.

**Minimum age:** 14

**Qualifications Sought:**

1. Must be willing to work in a team environment focused on Lucas County Health Center's Core Values
2. Must be willing to interact with patients and staff in a positive and friendly manner
3. Must be able to read and write
4. Good verbal communication skills
5. Confidentiality is CRITICAL
6. Understand how to complete job tasks
7. Communicate adequately with patients and staff as necessary
8. Understand and follow safety guidelines
9. Understand the Volunteer Handbook and all Clinic and Hospital policies and procedures
10. Must understand and follow Lucas County Health Center's Core Values

11. Must be able to stand and bend for extended periods of time
12. Must be willing to complete duties outdoors

**Benefits:**

1. Being a member of a team that focuses on Lucas County Health Center's Core Values
2. Free meal or snack provided during shift at Bistro or Gift Shop
3. Discount of 20% at Gift Shop
4. Invitation to all LCHC Volunteer Services recognition events, open house, and Hospital Week and Holiday activities

**For Further Information:**

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