

## CLINIC MAINTENANCE VOLUNTEER

### JOB PURPOSE

Clinic maintenance volunteers provide support to the clinic for day-to-day maintenance activities around the clinic and grounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

Change HVAC filters

Repair of simple household issues, e.g. leaks, dry wall repair, minor electrical, etc.

Change light bulbs

General clean up/take items to storage locations

### TIME COMMITMENT

- Volunteers are required to commit to at least six months of service.
- Volunteers are required to come at least one shift every month. Each shift is 2-4 hours long.

Preferred to have availability for short notice help for break/fix issues.

### QUALIFICATIONS

Must be at least 18 years old

Willingness to serve persons with limited access to healthcare and who are from diverse backgrounds

Household maintenance skills

Adherence to OSHA and HIPAA confidentiality requirements

Ability to work well in a team setting

Detail-oriented with excellent follow-through skills