



Volunteer Program Job Description

Job Title: Cottage Cleaner
Department: Children's Residential Center
Reports To: Spiritual Coordinator
FLSA Status: Volunteer/Non-compensated

PURPOSE & GOAL OF THE POSITION: A Cottage Cleaner is an essential support role in the function and programming of the Children's Residential Center (CRC). Cottage Cleaners aid in maintaining the four Cottage facilities for residents and staff in order that they are kept in a safe operating condition. Providing clean, sanitary, comfortable, and orderly surroundings for the residents promotes a therapeutic, healing environment. Cottage Cleaners perform deep cleaning tasks, thus assisting CCHO in exhibiting good stewardship in the care and upkeep of the facilities which impact so many abused, neglected and abandoned children.

ESSENTIAL DUTIES AND RESPONSIBILITIES: It is the responsibility of each volunteer to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each volunteer is responsible for dealing with others with a Christ-like attitude while helping them experience their worth in Christ, and for demonstrating behaviors reflecting CCHO's core values of Relentless Commitment, Selflessness, and Kindness.

ROLE:

- Cleaning/Disinfecting/Sanitizing the communal areas of all the Cottages – including hallways, stairwells, living rooms, kitchens, bathrooms/toilets
- Cleaning/Disinfecting/Sanitizing the individual residents' rooms and staff offices
- Reporting back any maintenance issues that are observed to the Cottage Staff
- Primary focus is to complete a floor to ceiling, detailed and thorough cleaning of each Cottage
- Duties include, but are not limited to:
 - Dusting/Wiping Down/Washing – Furniture, Tables, Shelving, Baseboards, Art/Picture Frames, Lamps/Light Fixtures, Windows/Window Sills, Switch Plates, Air Vents, Walls, Ceilings, Cobwebs, etc.
 - Cleaning/Disinfecting/Sanitizing – Countertops/Backsplash, Range Hood, Sinks, Shower/Tub, Toilet, Cabinets (inside/out), Vanities, Mirrors, Chrome Fixtures, Appliances (large & small – inside and out), Doors & Door Frames, All Handles & Knobs; Scrub stains, mold, and mildew from surfaces
 - Vacuuming – Carpet/Edging, Rugs, Furniture
 - Sweeping/Mopping/Drying – Hardwood/Tile Floors
 - Throw out/Empty – Trash/Trash bins, expired food, etc.

PARTICIPATION REQUIREMENTS:

- Minimum 18 years old
- High School Diploma or GED
- Complete application and screening process (criminal background check [BCII and FBI])
- Any items discovered under OAC 5101:2-5-09 during an individuals' background check will render them ineligible for volunteer opportunities at CCHO
- Physical Fitness: able to lift, carry, walk, sit, push, pull and move continuously; able to carry 25-35 pounds
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Follow procedures for tracking volunteer service hours
- Participate in Volunteer Program Surveys (post-training and post-serving)
- Be dependable and consistent in meeting the time commitments

COTTAGE CLEANER VOLUNTEER JOB DESCRIPTION

- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner

DESIRABLE QUALITIES:

- Good work ethic; disciplined
- Humility and a servant's heart
- Discretion and honesty
- Communicates well with others
- Able to work quickly and efficiently
- Reliable and responsible
- Detail-oriented and organized
- Confident and capable
- Able to work individually or as part of a team
- Understanding of health and safety regulations
- Listens and follows directions
- Willing and enthusiastic

TIME COMMITMENT:

- Cottage Cleaner(s) may come on campus Tuesday-Saturday between the hours of 9-5pm. Times must be scheduled with Spiritual Coordinator. Residents must be out of cottage during cleaning time (best times are morning when residents are in school)
- Goal is for each room in the cottage to be thoroughly cleaned at least 1 time per month. Cottage cleaners can do multiple rooms per visit.

APPLICATION & SCREENING PROCESS:

- Written application
- Criminal Background (BCII and FBI), Registered Sex Offender Check and Child Abuse and Neglect Registry (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Complete CCHO Cottage Cleaner Volunteer Training

TRAINING & SUPPORT:

- Spiritual Coordinator or Supervisor on Duty will provide on-site consultation when necessary
- CCHO may require Criminal Background (BCII and FBI) at any time throughout the Cottage Cleaner's service with CCHO.

BENEFITS:

- Enjoy serving in a positive and supportive environment
- Develop endurance and strength in completing physical tasks
- Satisfaction in being part of the network of care bringing hope and healing to hurting CRC residents
- Earn community service credits, resume building community involvement, and references for school & work
- Be part of a fun and rewarding experience!