



## **Volunteer Position: Floor Job Description**

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The volunteer assists floor staff by keeping an eye on the Centre as a whole. This shift is flexible and can run anywhere from 10:00am – 2:00pm, 11:00am to 3:00pm or 12:00pm – 4:00pm, whichever suits your schedule best. While on shift you are responsible for:

- Spot sweeping/mopping when necessary. (Brooms/mops are located in the corner near the hygiene closet. After mopping please place a wet floor sign near the area)
- Wiping down tables/collecting used items and disposing of them. There is a bucket with bleach solution/cloths under the plate and cup trays.
- Demonstrate Occupational Health and Safety protocols by **always wearing a pair of gloves and changing them frequently.**
- Donation acceptance – you will be the point of contact for all incoming donations. You determine whether donations are acceptable (see a list of items we accept/don't below) and putting them away in the appropriate place. EX. Shampoo and conditioner → Hygiene closet. EX. Clothing and bedding → Storage room.
- **Acceptable donations:** clothing, bedding including sheets, towels, pillows, blankets, pillow cases, etc., shoes, hygiene supplies of any kind, perfume, makeup, large dinner plates and coffee cups.
- **Unacceptable donations:** housewares including pots and pans, cooking utensils, appliances of any sort and so on.
- Cutlery duty if our in area volunteer isn't present. Ask Stephanie or the kitchen for the cutlery tray and they will be happy to assist.
- Maintaining a safe, respectful environment for both volunteers and women by keeping an eye on interactions and alerting staff immediately should you feel a situation to be unsafe/potential to be unsafe.
- Communicating any concerns, comments and positive feedback to Stephanie, Volunteer Coordinator.

To apply, please contact Stephanie, Volunteer Coordinator by email: [skills@dewc.ca](mailto:skills@dewc.ca), and include **"Floor Volunteer"** in the message subject.