Fair Haven
Community Health Care

Volunteer Name	
Position Title	Facilities Support Volunteer
Reports To	Facilities Manager
Designated Tier	Tier 1 (Non-Patient-Facing)
Revision Date	

Position purpose

The Facilities Support Volunteer assists the Facilities Department in maintaining a safe, clean, and functional environment for patients, staff, and visitors. This role supports day-to-day operations through light maintenance tasks, organization, and general facility upkeep while adhering to all health center policies and safety regulations.

Duties and responsibilities

- Assist with maintaining the cleanliness and appearance of the health center's exterior grounds
- Perform light outdoor maintenance tasks: plant watering and weeding- FHCHC will supply hose.
- Help clean and maintain parking areas, including removal of litter and general upkeep
- Support periodic window cleaning for designated 1st floor level non-clinical areas
- Assist with cleaning, organizing, and maintaining basement and storage areas
- Help ensure outdoor and non-clinical spaces remain safe, accessible, and welcoming for patients, staff, and visitors
- Identify and report any safety hazards, maintenance needs, or repair issues to facilities staff
- Support special facilities projects and seasonal tasks as assigned (e.g., weather-related cleanup)
- Follow all safety, infection control, and organizational policies while performing duties

Qualifications

- Ability to follow instructions and work independently or as part of a team
- Good attention to detail and commitment to maintaining a clean and safe environment
- Physical ability to perform light to moderate manual labor, including lifting up to 20 lbs, bending, standing, and walking for extended periods
- Comfort working both indoors and outdoors in varying weather conditions
- Reliable, punctual, and professional demeanor
- Strong communication skills to report issues or concerns to staff
- Willingness to learn and adhere to health center policies and procedures

Direct Reports

None

OSHA Status
Category I--Increased Risk Position
Potential exposure to a hazardous waste and bloodborne pathogens, clinical setting.

Physical requirements
Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records,
Mental Demands: Ability to cope with continual changing priorities under potentially stressful conditions
Manual Dexterity Required: Ability to use a keyboard, telephone.

American with Disabilities Requirements
External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

Volunteer Signature:	
Date:	