

Cleaning Fairy Office Volunteer

Job Description:

The Cleaning Fairy would assist the YFC admin team with various tasks involved in keeping our offices nice and tidy. Tasks might include changing trash bins, light cleaning of surfaces, and some vacuuming.

Purpose of Role:

The admin team is looking for a reliable volunteer to help on a regular basis with some of the weekly light cleaning duties it takes to keep our offices tidy.

Pre – requisites:

1. A willingness to serve
2. Available to come in once a week

Roles and Responsibilities:

1. Changing and disposing of trash
2. Light dusting and wiping down of surfaces
3. Checking and spot cleaning restrooms
4. Vacuuming main conference and traffic areas

Length of Service:

The Cleaning Fairy will provide service for a pre-determined time period individually determined by the needs of the YFC admin staff and the volunteer's availability. The Cleaning Fairy has the option to extend or terminate their term as they so choose.