



## REAL Volunteer Job Description

# Project Assistant REAL DEAL Cleaner

### **Purpose of the role**

- To ensure the cleanliness of the REAL DEAL store and adjacent offices

### **Location**

- At the REAL DEAL store, Smiths Falls

### **Duties and responsibilities**

- Dust items in store and surfaces in offices
- Sweep and mop floors in the store and the outer offices
- Empty garbage and recycle bins weekly
- Clean bathrooms in store and outer office, including floors, sinks, toilets
- Clean windows, walls as required/appropriate
- General tidying

### **Time requirements**

- Minimum two hours per shift
- Minimum two shifts per month
- Thursdays to Saturdays, 10:00 a.m. to 4:00 p.m. year round

### **Skills and qualifications**

- Ability to do cleaning functions
- Desire to work
- Desire to help

### **Benefits**

- Learn about environmental projects and practices
- Be part of environmental movement
- Enables REAL to improve its efficacy in delivering its mandate
  
- Enables REAL to improve/expand its community profile/niche

### **Orientation and training**

Provided by REAL DEAL store manager, and/or volunteer co-ordinator

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures

### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)



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- 1 personal reference/recommendation check completed

### **Supervision**

- Takes direction from and reports to program manager (REAL DEAL store manager)

### **Safety Considerations/Precautions**

- Lifting, use of cleaning supplies, physical work
- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010

Date reviewed/revised: