

Metanoia Center – Lockland, OH

Job Title:	Cleaning Specialist	Job Category:	Volunteer
Location:	113 N. Wayne Ave.	Travel Required:	None
Level/Salary Range:	Volunteer	Position Type:	Part-time
HR Contact:	James Null	Date Posted:	11/1/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	When Filled
Applications Accepted By:			
FAX OR EMAIL: Fax: 513.299.5830 Email: director@metanoiacycenter.net		MAIL: Metanoia Center, Business Office, 316 Home Ave. Lockland, OH 45215	
Job Description			
<p>THIS IS AN UNPAID, VOLUNTEER POSITION. AS SUCH, THERE IS NO SALARY, HOURLY PAY OR BENEFITS.</p> <p><u>ROLE AND RESPONSIBILITIES</u></p> <p>The role of this job is to maintain a clean and safe environment for all who visit or volunteer at the Metanoia Center. Which includes, but is not exclusive to:</p> <p>Weekly cleaning of all restrooms, janitors’ closet, work area and pantry area, glass, mirrors, counter tops, doors and appliances and emptying trash.</p> <p>Weekly vacuuming of floor throughout.</p> <p>Weekly cleaning of all tables and chairs.</p> <p>Weekly vacuuming of couches.</p> <p>Weekly Cleaning of mirrors and windows and front door.</p> <p>Monthly replace furnace filter and cleaning of mechanical closet.</p> <p>Other duties as assigned.</p> <p>Position is part-time - for 3 to 4 hours per week as responsibilities demand. Preference is given for the role to be performed on Friday mornings starting at 9am.</p> <p><u>QUALIFICATIONS AND EDUCATION REQUIREMENTS</u></p> <p>An attention to detail combined with a desire to make things look, feel and smell clean! Especially important to combine this with an understanding of how this job helps fulfill the mission and values of the Metanoia Center (see www.metanoiacycenter.net). Must agree to Metanoia Center faith statement.</p> <p><u>PREFERRED SKILLS</u></p> <p>Ability to lift 75 pounds. Ability to use vacuum cleaner, mops, and other cleaning tools. Job role may require stairs from time to time or the use of a ladder.</p> <p><u>ADDITIONAL NOTES</u></p> <p>Able to work with cleaning supplies and materials in a business casual environment. Position always requires appropriate dress with an emphasis on neatness and safety, including the following: Clothing should be clean and free from any noticeable wear and tear. Clothes with visible holes, rips, or tears should never be worn. Closed toe shoes are required. Refraining from wearing clothes with graphics or stamps that could be considered offensive. Other than a closed neck top is inappropriate. See through clothing is inappropriate. Blue jeans are acceptable.</p>			