



An Affiliate of  UnityPoint Health

## **VOLUNTEER POSITION DESCRIPTION**

**Title/Position:** Environment Services Partner

**Goal of Position:** Support and maintain the facility by assisting the Environmental Services Department to complete indoor and outdoor tasks.

**Duties:**

1. Work with the Environmental Services Manager to identify tasks to complete, indoors and outdoors.
2. Assist with infection control by wiping down high touch areas to reduce the spread of germs.
3. Fold linens and restock linen closets to help maintain continuity of care for patients and the facility.
4. Sweep and help keep outdoor sidewalks and doorways clean and clear of debris.
5. Help with trash pick up indoors and outdoors to maintain a tidy facility.
6. Check areas that may need restocked with toilet paper and paper towels.
7. Complete other duties as agreed upon by Environmental Services Manager and individual.

**Time Frame:**

Length of commitment: 12 months and at least one shift per week, but more is preferred  
Length of shift: 2-3 hours  
Scheduling: 9am-11:30am Monday, Tuesday, Thursday and Friday  
No Holidays or weekends

**Worksite:** Facility wide

**Minimum age:** 14

**Qualifications and Expectations Sought:**

1. Must be willing to work in a team environment focused on Lucas County Health Center's Core Values
2. Must be willing to interact with patients and staff in a positive and friendly manor
3. Must be able to read and write
4. Good verbal communication skills
5. Confidentiality is CRITICAL
6. Understand how to complete job tasks
7. Must be on time and reliable for each shift
8. Communicate adequately with patients and staff as necessary
9. Understand and follow safety guidelines
10. Cell phone usage is discouraged while performing duties
11. Understand the Volunteer Handbook and all Clinic and Hospital policies and procedures
12. Must understand and follow Lucas County Health Center's Core Values

13. Must be able to stand and bend for extended periods of time
14. Must be willing to complete duties outdoors

**Benefits:**

1. Being a member of a team that focuses on Lucas County Health Center's Core Values
2. Free meal or snack provided during shift at Bistro or Gift Shop
3. Discount of 20% at Gift Shop
4. Invitation to all LCHC Volunteer Services recognition events, open house, and Hospital Week and Holiday activities

**For Further Information:**

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