



## RMHC-SWO Volunteer Job Description

**Volunteer Role:** Maintenance Support, London House

**Time Commitment:** Weekly or bi-weekly

**Shift Times:** Tuesday to Friday, 9:00am-12:00pm, 12:00-4:00pm

**Reports to:** Volunteer Coordinator, London House

<b>Our Mission</b>	We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.
<b>Our Vision</b>	A world where every family has what they need to ensure the best health outcomes for their children.
<b>Our Values</b>	We lead with compassion, we are deeply respectful, we act with integrity, and we are firmly committed.

A Maintenance Support volunteer is responsible for providing a broad spectrum of upkeep, repair and preventative maintenance functions as directed by the Maintenance Coordinator. Specific accountabilities include painting, appliance repair, minor facilities repair, carpentry and regularly scheduled Ronald McDonald House London maintenance. In addition to prioritizing both personal and guest safety at all times, Maintenance Support responsibilities include but are not limited to:

1. Property Oversight:

- i. Prioritize maintenance repairs as directed by Maintenance Coordinator;
- ii. Regular facility checks, identifying and communicating repairs required;
- iii. Maintain grounds during all seasonal needs including but not limited to snow removal, gardening, lawn mowing, leaf blowing/bagging;
- iv. Minor guest room repairs including but not limited to fixing bedframes, changing light bulbs, fixing window latches;
- v. Minor drywall and paint repairs throughout common spaces and guest rooms; and
- vi. Carpet cleaning throughout common spaces and guest rooms.

2. Systems Oversight:

- i. Changing batteries and updating security system locks;
- ii. Minor plumbing maintenance including but not limited to addressing clogged drains, plugged toilets, leaky faucets; and
- iii. HVAC filter changes.

### Qualities and Preferred Skills:

- Proficient in painting, drywall, plumbing, carpentry, masonry, etc.
- Demonstrated knowledge of and commitment to safety in the workplace
- Demonstrated attention to detail and a high degree of accuracy in work produced

- Works with an approachable and compassionate demeanor, sensitive to issues facing families of seriously ill or injured children
- Interacts with all patients, families and hospital partners with cultural awareness and sensitivity
- Reliably perform set task list with minimal supervision
- Able to lift a minimum of 50lbs