



VOLUNTEER DESCRIPTION FOR CLEANING SUPPORT

Available Shifts:

4 hours per day, 2–3 days per week (flexible scheduling available)

Position Summary:

Good News Rescue Mission is seeking dependable and service-minded volunteers to assist with light cleaning duties within our administrative office spaces. This role helps ensure a clean, safe, and welcoming environment for staff, volunteers, donors, and community partners. This position plays an important behind-the-scenes role in supporting the Mission's work serving individuals experiencing homelessness and addiction recovery.

Impact of this Role:

By serving in this position, you directly support the administrative team that oversees life transformation programs, shelter services, and community outreach efforts. A clean and organized workspace allows staff to better serve the men, women, and families who come to the Mission for help.

Responsibilities:

- Empty office trash and recycling bins
- Light cleaning of office spaces, hallways, and common areas
- Wipe down desks, tables, counters, and surfaces
- Vacuum or sweep floors as needed
- Maintain cleanliness of break areas
- Report any maintenance concerns to supervisor

Physical Requirements:

- Ability to lift light loads (up to approximately 20 pounds)
- Ability to stand and move for up to 4 hours
- Bend, reach, and perform routine cleaning motions

Qualifications:

- Reliable and punctual
- Able to work independently
- Positive attitude and servant-hearted mindset
- Respectful of confidential office environments