



VOLUNTEER POSITION DESCRIPTION

JOB TYPE: Household Services

POSITION: Household Assistant

DESCRIPTION: The volunteer Household Assistant assists PCH staff in maintaining a clean, hospitable and safe environment for guests, their loved ones and visitors. Under direction of the PCH staff, the volunteer Household Assistant performs routine household tasks, allowing PCH staff to devote their time to caring for our guests and their loved ones.

COMMITMENT: A weekly or regularly-scheduled time commitment for a minimum duration of 6 months is preferred. The typical volunteer shift is 9am – 12:30pm or 12:30pm – 4pm. This position requires a high level of responsibility, therefore, a commitment to arriving on time and as scheduled is essential. The minimum volunteer age is 18.

KEY TASKS

The volunteer Household Assistant will:

- Strive to uphold a loving, respectful, warm and compassionate home environment where our guests and their loved ones are our highest priority.
- Perform tasks and responsibilities in a manner consistent with the PCH mission and policies.
- Prepare light meals (eggs, grilled cheese, etc.) for guests. A valid Foodhandler Permit from the Tulsa County Health Department is required and can be obtained online at no cost.
- Perform routine housekeeping (dusting, sweeping, cleaning, etc.) in the main household.
- Monitor non-guest restrooms for cleanliness and supplies and address any issues.
- Monitor guest rooms for cleanliness (dirty dishes, trash can, dusting, etc.).
- Launder guest linens, towels and clothing.
- Shop and run errands as needed.
- Stock, inventory and sort food and household supplies. Notify PCH staff of items in need of donation/purchase.
- Assist in decorating PCH for holidays and special events.
- Assist as needed at special gatherings and events at PCH.
- Assist PCH guests and their loved ones as needed.

KEY ATTRIBUTES AND SKILLS

- Commitment to the mission of *Porta Caeli House*
- Completion of PCH Volunteer Orientation and Training
- Commitment to serve our guests, their loved ones and other visitors to PCH
- Understand, sign and comply with PCH Volunteer Liability Release, Confidentiality Agreement and Media Policy and Release
- Willingness and ability to independently undertake all necessary tasks
- Professional appearance, conduct and communication skills



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- Ability to independently notice areas and issues that require attention and take the initiative to promptly address them
- Flexibility, as the same tasks and needs may not be present each time
- Ability to manage and prioritize multiple tasks as necessary

While performing the duties of this position, the volunteer is regularly required to sit, stand, walk, stoop and/or kneel. Volunteers may be exposed to blood, body tissue and fluids, airborne contaminants, as well as other hazardous waste materials. The volunteer must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 20 pounds.