

Air Force Fisher House Volunteer Job Descriptions

More Information available at: <https://myairforcelife.com/air-force-fisher-house/>

Volunteers are asked to attend an orientation of the houses and complete volunteer forms and applicable screening prior to volunteering when a regular staff member is not on site such as evenings or weekends.

Please [call or email a manager](#) to schedule an orientation brief

Mail/Donation Collection

Tuesday and Friday

Collect the Mail and Donations from the hospital and bring to the Fisher House. Give mail to a manager. Check donations for expiration dates and Fisher House suitability. Disseminate donations to the appropriate location (pantry, donation closet, trash or thrift store box)

Appliance Cleaner/Sanitizer

Weekly or as needed

Wash and sanitize the Refrigerators and freezers. Make sure all food items are labeled appropriately. Discard expired food items from the common use shelves. Wash and sanitize microwaves, ovens, drip pans and stove tops. DO NOT use self-cleaning options.

Decorator(s)

Holidays/Season changes/Special events

As appropriate, decorate room doors and common areas for holidays, season changes and special events. Taking down the decorations in a timely manner and properly storing items for the following year. There is a small budget available.

Landscaping

Seasonally as needed

Weed, trim bushes, plant annual flowers, water potted flowers and hanging baskets. May require going to Lowe's for gardening supplies. Sweep the sidewalks and patio areas. Pick up litter throughout the yard. We have a small budget for grounds upkeep. Lawn care is on contract therefore the lawn is not a volunteer activity.

Fisher House 2 Guest Services

9-1 and 1-4 Mon thru Fri

Welcome new guests and orient them to the Fisher House 2. Respond to guest requests such as new towels or other supplies. Complete occasional administrative tasks and light cleaning of the

lobby area. Decorate as needed. Restock toiletries as necessary. Post informational signs as needed. 90% of this position is visiting with the guests and reporting any concerns back to management.

Grocery Shopping

Weekly or as needed

Monitoring grocery needs of guests and shopping to fulfill needs as necessary. Labeling and food items and ensuring they are properly stored. We have a budget for this.

Hosted Meal Assistant(s)

12-15 days monthly 5:30-8:00pm

Greet the group providing a meal. Assist with any questions they may have such as where to find serving containers. Make sure families know the meal is ready and greet them. Introduce guests and hosts-attempting to make the interaction comfortable and interesting. Enjoy the meal with the families. Help with clean up. Make sure after the meal, dishes are done, and the food is labelled and properly stored.

Laundry Room Attendant

Weekly

Wash floors, counter tops, appliance faces, pantry shelves and cabinet door fronts. Wash, dry, fold and put away soiled kitchen towels. Restock toiletries as necessary. Alert management when laundry supplies, toiletries or food pantry items need to be restocked.

Cleaning and Organizing-Daily

Daily

This list is a sample and not considered inclusive. Vacuum, dust furniture, pictures and base boards. Magic erase scuff marks and touch up paint if necessary. Empty trash cans into dumpster. Receive, evaluate and disseminate donations to the proper location in the house, to the trash or to the thrift store box.

Cleaning and Organizing-Weekly

Weekly

This is a sample list and not considered inclusive. Sanitize and organize toys. Dust the bookshelves in both living rooms and organize the books. Sanitize the exercise equipment and put out more towels. Clear the browsing history on the business center computer. Empty the trash in the business area. Re-stock office supplies and resource materials as necessary.

Special Projects

Daily

Tasks vary based on needs. This is a sample list and not considered inclusive. Examples: change light bulbs, complete any daily or weekly tasks that have not already been accomplished, administrative assistance such as taking messages or highlighting forms.

Grill Attendant

Weekly/Seasonal

Clean the BBQ grill. Make sure there is enough gas in the tanks and have the tanks filled if necessary. We have a small budget for this.

Baking

Weekly

Bake a treat for the guests in the kitchen. It gives the guests the sense of comfort from the smell of home baked items. We have a small grocery budget for this.

General Guest Services

8-4 Mon-Fri

Assisting the staff by being available to help with any guest requests such as more towels or where to find an item or how to use the printer. 90% of this position is talking to the guests and alerting management of any concerns.

Flag Attendant

As needed

Follow notifications in relation to when the flag needs to be lowered and raised and make sure the actions are taken care of as necessary

Pet Sitter/Rides to the Airport or Doctors Office

As needed

We keep a resource list available. As guests identify a need in any of these areas we try to match the guest to a volunteer.