

## **Department of the Air Force Fisher House Volunteer Positions and Descriptions**

**Volunteers should attend an orientation of the houses and must complete all required volunteer forms to include applicable screening prior to volunteering.**

**Please call a manager to schedule an orientation brief**

### **Mail/Donation Collection**

Collect and sort mail\* and donations for the Fisher House. Check donations for expiration dates and Fisher House suitability. Disseminate donations to the appropriate location (pantry, donation closet, trash, or thrift store box). *\*All mail must be turned into the management office.*

### **Appliance Cleaner/Sanitizer**

Wash and sanitize the refrigerators and freezers. Label all common food items. 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)**

As appropriate, decorate room doors and communal areas for holidays, season changes and unique events. Taking down the decorations in a timely manner and storing items for the following year.

### **Landscaping**

Pull-up weeds, trim bushes, plant annual flowers, water potted flowers and hanging baskets. Sweep the sidewalks and patio areas. Pick up litter throughout the yard. Lawn care is on contract therefore the lawn is not a volunteer activity.

### **Grocery Shopping**

Monitoring common use grab and go groceries and compile list of needs. Label food items and ensuring they stored safely. We usually have a small number of donated grocery gift cards for this purpose.

### **Hosted Meal Assistant(s)**

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 to make the interaction comfortable and interesting. Enjoy the meal with the families. Help with clean up. After the meal wash and put-away dishes and label all food carried over and store safely.

### **Laundry Room Attendant**

Wash, dry, fold and put away soiled kitchen towels. Ensure all machines are clean and lint traps are empty. Restock toiletries, as necessary. Alert management when laundry supplies, toiletries or food pantry items need restocked.

### **Organizing-Daily**

Magic erase scuff marks and touch up paint if necessary. Touch up furnishings with furniture pens. Empty trash cans into dumpster. Receive, evaluate, and disseminate donations to the proper location in the house or to the thrift store box.

### **Cleaning and Organizing-Weekly**

Sanitize and organize toys. Dust the bookshelves in both living rooms and organize the bookshelves. 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**

Tasks vary based on needs. This is a sample list and not considered inclusive. Examples: clean outside lights, complete any daily or weekly tasks not accomplished, administrative assistance such as planning open houses and sending out invites.

### **Grill Attendant**

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**

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 usually have gift cards for the purchase of these supplies.

### **General Guest Services**

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