



## POSITION DESCRIPTION

### MacKenzie Center

#### Custodial Volunteer

#### Position Summary:

Seeking a volunteer(s) to assist with all or part of these tasks. This volunteer position is responsible for assisting the education program by helping to keep programming areas clean, sanitary, and welcoming to visitors, school groups, and guests to the MacKenzie Center. This position is considered volunteer and works under the immediate direction of the Education Group Facilitator, and is supervised by the MacKenzie Center Director. This position represents and supports the rules, policies, missions, and practices of the Wisconsin Department of Natural Resources, and the Friends of the MacKenzie Center.

#### Duties Can Include:

- a. Provides custodial services to help with seasonal and regular cleaning needs.
  - i. Assist with cleaning after a departure of a group to prep for arrival of the next group.
    1. Sanitize mattresses
    2. Clean & Sanitize Showers
    3. Clean & Sanitize bathrooms
    4. Mop and use floor machine as needed
  - ii. Assist with seasonal “deep cleaning” needs
    1. Dust mounts, rafters, duct work
    2. Wash windows
    3. Degrease hood vent in kitchen
    4. Sanitize chairs
    5. Carpet Shampoo
  - iii. Assist with other custodial tasks as needed
    1. Clean porches of debris
    2. Clean doors and windows within reach
    3. Dust and Vacuum
- b. Interacts with the groups as appropriate in a professional and positive manner
- c. Communicates with Group Facilitator to resolve issues relating to program or scheduling needs.
- d. Reports safety issues to the Group Facilitator.
- e. Assists in maintaining the program areas as a safe and aesthetically pleasing area for group use.

#### Notes:

- a. Training is provided to learn about specific needs and use of custodial supplies and tools.
- b. This position is in addition to the MacKenzie staff member that is scheduled to assist the groups and oversee their programming.
- c. Work schedules will be coordinated through the education group facilitator. Commitments may vary per individual; 5-10 hours per week would be appreciated.

If interested in this position please contact:

MacKenzie Center at 608-635-8105 or [dnrmackenziecenter@wisconsin.gov](mailto:dnrmackenziecenter@wisconsin.gov)