

NAME _____

VOLUNTEER WORK WEEK, 2018

***Please indicate by check mark any jobs you are willing to perform, We ask that office and gift shop jobs
be reserved for volunteers with mobility issues.***

_____ **HOUSEKEEPING** (Includes cleaning of hotel, chapel, dining room, apartments, windows, and other facilities, and marking and maintaining linens) Supervised by Heather Hayes

_____ **MAINTENANCE** (Special projects around the grounds including construction, painting and campground maintenance) Supervised by Noah Martin

_____ **GROUNDS MAINTENANCE** (General gardening and clean-up duties) Supervised by Noah Martin

_____ **RECREATION MAINTENANCE** (Opening of Pool and other recreation areas) Supervised by Mike Dill

_____ **FOOD SERVICE** (Meal preparation and clean-up, serving snacks at break time and cleaning of Convocation Hall kitchen) Supervised by Eric Neal

_____ **SNACK AREA** (Serving snacks at break time and cleaning of Convocation Hall kitchen) Supervised by Eric Neal

_____ **APARTMENT INVENTORY** (Inventory of apartment kitchens and replenishing as needed) Supervised by Heather Hayes

_____ **GIFT SHOP** (Preparing gift shop merchandise for summer season and general cleaning of gift shop)

_____ **SEWING DETAIL** (Repair of linens and draperies as needed, fabricating drapes for cottages, and making items for gift shop) Supervised by Ruth Anne Gibson

_____ **DEVOTION LEADER** (Willing to provide a 15 minute devotion during evening fellowship time) I am available _____ (Mon, Tue, Wed, or Thu)

_____ **MUSIC LEADER** (Pianist and Song Leader) I am available _____ (Mon, Tue, Wed, or Thu)

In past years, I have enjoyed the following jobs: _____

I would like to suggest the following for Volunteer Work Week:

VOLUNTEER WORK WEEK PROJECTS FOR 2018

Apartment Inventory

Snack Preparation Delivery of Snacks to Remote Areas

Dining Room—Help during meals with dishes and cleaning tables

Mark, Display, Inventory of Gift Shop Items

Grounds Maintenance Including Planting of flowers, raking leaves and debris, and general clean-up

Hotel Cleaning to Prepare for Summer

Chapel Cleaning to Prepare for Summer

Front Desk Key Maintenance

Laundry—Cleaning of Comforters and Blankets at Local Coin Laundry

Ice Buckets—Gathering of all Ice Buckets, Sanitizing by Dish Machine, and returning to rooms

Linen Repair—Evaluation of linen for tears and stains

Clean Wood Paneling in Draffin Hall with Liquid Gold

Replace Shelf Liners in Apartments

Clean Outdoor Light Fixtures

Maryalice Cottage—Cleaning of toys and storage areas

Nibble Nook—Prepare Snack Bar area for summer operation

General Construction Projects

Paint Crew—Spot Paint Walls and Trim, Paint Several Buildings

Photographer—Take photos of VWW with digital camera and have showing during meals

Pressure Wash Buildings as needed

Minor Electrical Work

Recreation Maintenance—Open pool, PB & Tbox Maintenance, Clean boats & launch in lake, VB weeding

Room Checks—Visit each housing facility and evaluate damages or necessary repairs

Window Cleaning—Clean window glasses and sills

Replace Batteries in Smoke Alarms

Update guest notebooks

Other Jobs as Identified