



Position Title: Cleaning Assistant **Number of Positions Available:** 1

Purpose: Maintain fresh and welcoming environment in the Low Vision Clinic and Eyedea Shop.

Location: Cleveland Sight Center, 1909 E. 101st Street, Cleveland, OH 44106

Key Responsibilities:

- Wipe down all surfaces in the Low Vision Clinic and Eyedea shop, focusing on windowsills, front desk areas, chairs and waiting areas, and shelves and tables.
- Clean screens, products, glasses lenses and assist with maintaining additional areas/projects as instructed.
- Additional relevant duties as assigned.

Qualifications:

- Knowledge and understanding of office setting.
- Previous cleaning experience.
- Ability to stand, bend, reach and stoop for 2 hours or more.
- Ability to lift up to 25lbs.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.

Commitment:

- Two Friday's per month, 1-2 hour shifts.
- Scheduling available 9:00am-1:00pm

Age Requirement: 16 +

Dress Code: Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____