

Job-Aid: Cleaning and Supply

1. Upon arrival check-in with Site Coordinator. Put on identification, review job aid.
2. The tasks of cleaning and supply volunteers include the following tasks:
 - a. Maintain awareness of vaccine clinic needs, checking in with each area lead to inquire about replenishing supplies and cleaning/sanitizing needs.
 - b. Assist with cleaning of high touch surfaces such as door handles and push bars (interior and exterior), tables, chairs, counters, pens, clipboards, etc.
 - c. Inventory supplies as requested.
 - d. Empty trash and provide clean trash can liners.
 - e. Keep break room orderly and counters clean.
 - f. Keep supply area orderly and clean.
 - g. Exercise exceptional customer service with all vaccine clients, clinic staff and volunteers and Mall patrons.
 - h. Advise Site Coordinator, security, or other designated staff of any incidents involving vaccine clients and escalate these incidents as needed
 - i. Be prepared to stand and walk long periods of time during the shift
 - j. Assist with setting up (beginning of shift) and breaking down (end of shift) signs, cleaning supplies, etc.
 - k. Check out with Site Coordinator at end of shift.