



BROWN BAGGING FOR
Calgary's Kids
● LUNCHES ● PROGRAMS ● SOCIAL CHANGE
bb4ck.org

Office Cleaning Help Volunteers

Brown Bagging for Calgary's Kids (BB4CK) works to connect and inspire people to take meaningful action to feed and care for kids. Each school day we provide healthy lunches to hungry kids, and we empower communities to create lasting social change.

Impact: Office Cleaning Volunteers are fundamental to our office operations; they ensure a healthy environment for staff and stakeholders, in turn permitting staff to focus on feeding hungry kids.

Role: This position is bi-weekly on Monday, Wednesday, or Thursday between 9:00am-2:00pm, comprised of a 1-1.5 hour shift. All training is completed on-site; no prior training is required. The location is the CommunityWise building, suite 310, 223 - 12th Avenue SW.

Responsibilities:

- Bi-weekly cleaning of the BB4CK office spaces in downtown Calgary, including; vacuuming and dusting; emptying garbages and recycling bins; washing dishes (cups, mugs and utensils); wiping down tables and desks; and other duties as required.
- Light to moderate lifting and bending is required; volunteers will be standing for the duration of their shift.
- BB4CK's offices are on the third floor of the building, with no elevator access. Volunteers will be required to use the stairs to access the office spaces and the garbage/recycling area.

Qualifications: Office Cleaning Volunteers will be capable of physical exertion, including pushing, pulling, bending and lifting up to 20lbs, will have good communication skills, and have strong attention to detail.