



EAST BAY MEDITATION CENTER

Volunteer Position Description Temple Keeper

Position Overview & Purpose

The Temple Keeper Volunteer is responsible for keeping the EBMC's bathrooms clean and the carpet vacuumed.

Desired Skills/Experience/Qualifications

Enjoys light cleaning.

Weekly Tasks

- Clean the two bathrooms by sweeping and mopping the floors and cleaning the sinks and toilets
- Replace toilet paper as needed
- Vacuum the carpet
- Occasionally, spot-clean carpet
- Consolidate trash & recycling into the big trash can by the back door. On Monday mornings, take in recycling bin. On Friday mornings, take in trash bin.
- If additional supplies or cleaning equipment are needed, or you notice a plumbing or maintenance problem, notify the EBMC Operations Committee.

Time Commitment & Schedule

1 hour / week, preferably for the same time every week; should generally be available weekday mornings / afternoons

6 month commitment, which is renewable

Location

East Bay Meditation Center, 2147 Broadway, Oakland.

Training Available/Provided

A member of the EBMC Operations Committee will provide initial training and answer any questions.

Contact

Sylvia La, Administrative Asst & Volunteer Coordinator, sylvia@eastbaymeditation.org