

## **Fix-It Desk**

Fixit desk Volunteers test and inspect non-clothing/food donations to ensure are operational. If an item is not working properly, the volunteer attempts to repair it if it is cost-effective to do so.

Additional tasks may include:

- Making sure there are sufficient supplies, such as toilet paper, paper towels, facial tissues, cups, coffee, garbage/storage bags, and batteries, on-hand.
- Coordinating for pick-up of items ECHO passes along to partner organizations.
- Coordinating and perform HVAC maintenance (schedule semi-annual HVAC maintenance service; change furnace filters quarterly, etc.).
- Schedule fire extinguishers annual inspection; Perform a visual monthly inspection.
- Assist donation door volunteers as needed and as time allows.