



Volunteer Position Description

FACILITIES – DONATION ROOM ATTENDANT

Focus of the job:

The Donation Room Attendant Volunteer is responsible for logging incoming pet food donations and sorting all incoming donations for use in-shelter, in foster care, to sell in the Homeward Pet Store and to send to local food banks and community organizations.

Reports to: Facilities Manager

Requirements: Volunteer Orientation, Level 1 Dog Training and Level 1 Cat Training, three months as a Cleaner or Re-Stocker

Tasks:

- Sort donations and stock the shelves in the donation room.
- Organize and stage outgoing items for the Homeward Pet Food Bank Program.
- Inventory Dog and Cat Food.
- Sort Food and Non-Food items.

Basic skills:

- Must be able to read, write, listen and communicate effectively.
- Must be able to follow established instructions and protocols.
- Must be organized with good attention to detail.
- Must be able to work with other people.

Physical Requirements:

- Must be able to stand for long periods of time.
- Must be able to bend at the waist and knee and carry 50 lbs.

Work Environment:

- Rapid pace with exposure to potential hazards including animal waste, disinfectants, high levels of noise, potential for animal bites and scratches, diseases that can be transmitted from animals to people.
- A wide variety of cleaners, disinfectants, and medical products are used on a daily basis. Specific instructions will be provided on their appropriate use.

Time commitment: Weekly, 3-hour shifts for 3-month minimum

Dress Code: Volunteer name badge, volunteer t-shirt, long pants, closed-toed and closed-heel shoes.

Advancement: Re-Stocker or Cleaner