



Volunteer Position Description

FACILITIES – RE-STOCKER

Focus of the job:

The primary responsibility of the Re-Stocker Volunteer is to keep all areas of the shelter stocked with necessary supplies for staff, volunteers, visitors, and the animals in our care.

Reports to: Facilities Manager

Requirements: Volunteer Orientation, Level 1 Dog Training and Level 1 Cat Training

Tasks:

- Prep and re-stock office supplies.
- Prep and re-stock animal care supplies.
- Inventory and re-stock dog and cat food.

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: Donation Room Attendant