

Volunteer Position Description

Foster Supply Re-stocker

Focus of the job: To tidy and restock the Foster Supply Shelf, put away returned foster items, and keep Foster Coordinator apprised of restocking needs.

Reports to: Foster Coordinator

Requirements: Volunteer Orientation, one training shift with Foster Coordinator or an established Foster Supply Re-stocker

Tasks:

- Collect used items from the Foster Supply Return bin, put items that need to be cleaned in the appropriate cleaning locations, and return all other items to where they belong
- Re-stock the Foster Supply shelf with food and litter
- Record numbers of items stocked
- Tidy the Foster Supply shelf and surrounding area

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 or sit for long periods of time.
- Must be able to bend at the waist and knee and carry 20 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.
- A wide variety of cat litters are used, and may contain allergens, fragrances, and/or airborne particulate matter.

Time Commitment: Weekly 1 hour shifts for a 3-month minimum

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