

## Volunteer Position Description

### *Housekeeping*

Mon-Fri: 8-10a, 10a-12p, 12-2p, 2-4p & 4-6p  
Sat & Sun: 9-11a, 11a-1p, 1-3p, 3-5p

#### DESCRIPTION

Reports to: Volunteer Coordinator

Commitment: 4 month minimum commitment, 2 hours per week (same day/time)

Work Location: Adoption floor

#### PURPOSE

Housekeeping volunteers help wash, dry and fold copious amounts of towels, toys, blankets, sheets, pet beds, comforters and more. They also wash dishes, kongs and other utensils used by staff and volunteers to care for the animals at the shelter. The purpose of this position is to ensure each animal has a clean bowl to eat their meal out of and a soft clean blanket to lay their head on each night and clean toys to play with each day. Our housekeeping volunteers are the core of EBHS.

#### RESPONSIBILITIES

- Follow dish washing directions and guidelines
- Follow laundry directions and guidelines
- Follow infection prevention protocols and guidelines
- Maintain and follow all departmental procedures, protocols, and safety guidelines
- Properly label, mix, and dilute chemicals
- Maintain the cleanliness, organization, and upkeep of the shelter
- Stock both dish and laundry room as needed
- Assist with providing training as requested by the Community Outreach and Volunteer Coordinator and Shelter Operations Manager
- Work respectfully with and alongside staff and volunteers

#### QUALIFICATIONS

- Must be 12-15 years of age with parent/legal guardian present or 16 years of age or older to perform duties alone.
- Able to adapt quickly and work in a fast paced environment.
- Professional public image.
- Able to work with minimal supervision and/or with a team
- Must attend New Volunteer Orientation and training

#### WORK ENVIRONMENT

- Physical demands include:
  - Lifting and moving supplies and equipment
  - Frequent movement, including but not limited to; standing, walking, stooping, carrying heavy loads
- Working conditions include:
  - Possible exposure to zoonotic diseases
  - Possible exposure to potentially harmful chemicals
  - Working with strong cleaning agents on wet surfaces