



Housekeeping

Reports To: Volunteer Director

Commitment: 2 hours per week (same day and time) for a minimum of six months.

PURPOSE

Housekeeping volunteers play a vital role at EBHS by keeping our shelter clean, comfortable, and safe for all pets. They wash and dry towels, blankets, beds, sheets, comforters, toys, and more. Volunteers also clean dishes, Kongs, and other utensils used to care for our animals. The purpose of this work is to ensure every shelter pet has a clean bowl for meals, a soft blanket to rest on, and safe toys to play with each day. Housekeeping volunteers truly form the heart of EBHS, helping our pets thrive in a healthy, comfortable environment.

RESPONSIBILITIES

- Follow all dishwashing and laundry procedures and guidelines.
- Adhere to infection prevention protocols and departmental safety guidelines.
- Properly label, mix, and dilute cleaning chemicals.
- Maintain cleanliness, organization, and overall upkeep of the shelter.
- Restock supplies in the dish and laundry areas as needed.
- Work respectfully and collaboratively with staff and fellow volunteers.
- Attend and participate in meetings, training programs, and continuing education.
- Follow safe handling procedures for shelter pets and cleaning agents.

QUALIFICATIONS

- Must be 12-15 years old with a parent or legal guardian, or 16 years or older to volunteer independently.
- Able to work independently with minimal supervision and/or as part of a team.
- Strong organizational skills and attention to detail.
- Able to lift and carry supplies weighing over 25 pounds.
- Must attend New Volunteer Orientation and Housekeeping Training.

WORK ENVIRONMENT

Physical Demands

- Frequent movement, including standing, walking, bending, and reaching.
- Lifting and carrying supplies and equipment.

Working Conditions

- Possible exposure to frightened, injured, or sick animals.
- Potential contact with zoonotic diseases.
- Use of cleaning agents and disinfectants.
- Floors are slippery when wet.

Emotional Demands

- Encountering neglected or abused animals.

- Witnessing animal medical or behavioral emergencies.
- Exposure to situations involving euthanasia.