



Meal Prep

Reports To: Volunteer Director

Commitment: 2 hours per week (3-5 pm, same day each week) for a minimum of six months.

PURPOSE

Feeding time at the shelter is often the highlight of the day for our shelter pets and is essential to their overall well-being. Meal Prep volunteers are responsible for preparing evening meals for our cats and dogs. In addition to basic meal preparation, volunteers learn about the pets' different dietary needs, supplements, and portion requirements. This role also creates meaningful enrichment opportunities during mealtime. By incorporating interactive feeding tools—such as puzzle feeders and slow feeders—volunteers help pets stay mentally engaged while they eat. This added stimulation supports relaxation, reduces stress, and helps pets settle in feeling calm, content, and ready for a restful night.

RESPONSIBILITIES

- Prepare meals for all shelter pets in accordance with current policies and procedures for staff distribution.
- Follow all departmental procedures, protocols, and safety guidelines.
- Maintain cleanliness, organization, and overall upkeep of the shelter.
- 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 Meal Prep Training.

WORK ENVIRONMENT

Physical Demands

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