

## Chico Animal Shelter Volunteer Role Description

<b>Position Title</b>		Basic Housekeeping	
<b>Direct Supervisor</b>		Kennel Staff	
<b>Organization Mission</b>			
Courteously and compassionately promote the health, safety and welfare of citizens and animals in our community by honoring the human-animal bond, treating each person and animal as an individual, and providing humane care and positive outcomes for unowned/unclaimed animals.			
<b>Activities and Goals</b>			
Assist kennel staff with basic housekeeping tasks.			
<b>Duties and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Wash dishes</li> <li>• Wash, dry and fold laundry</li> <li>• Sweep and mop front office and other workspaces</li> <li>• Dust and organize storage and other spaces within the shelter</li> <li>• Clean and restock liter pans and animal carriers</li> <li>• Re-stock rooms with basic supplies (paper towels, gloves, litter, toilet paper, etc.)</li> </ul>			
<b>Minimum Time Requirements</b>			
2 hours per week. All days and hours available 9:00 AM – 6:00 PM			
<b>Location/Work Environment</b>		<b>Eligible for work at home</b>	
Laundry room primarily, but other areas of the shelter as needed. May be subject to loud noises (barking dogs, pet hair and dander, unruly animals coming through the shelter).			
<b>Interaction With Animals</b>	<input type="checkbox"/>	None	<input checked="" type="checkbox"/> Minimal
<b>Interaction the Public</b>	<input checked="" type="checkbox"/>	None	<input type="checkbox"/> Minimal
<b>Experience Needed</b>	<input checked="" type="checkbox"/>	Entry Level	<input type="checkbox"/> Prior Experience and/or Training Needed
<b>Skills/Qualities Required</b>			
Good attention to detail and organizational skills Ability to take direction and follow shelter standards			
<b>Orientation and Training</b>			
Training on shelter procedures for laundry and dish washing.			
<b>Other</b>			
Although not directly working with animals, volunteer is required to wear closed-toed shoes and long pants.			