

House-Keeping Volunteer Job Description



Title: House-Keeping

Purpose: To assist with daily cleaning duties

Reports to: Volunteer Coordinator, Kennel Supervisors – indirectly to ACA's

Job description: Responsibilities include: Assist staff with daily job duties to be in line with our standards of care.

- Wash/sanitize food bowls and water bowls
- Clean floors
- Laundry/toys
- Fill Kong's
- Clean windows
- Clean animal care workrooms
- Restock supplies for next shift
- Set up paper for cat cages and kennels
- Pick up dog poo outside in the outdoor kennels/pathway
- Clean up outdoor area of toys
- Power wash outdoor kennels
- Perform other duties as requested by staff
- Power wash kennels (inside and outside)

Training required:

- Interview with volunteer coordinator and/or designated staff
- General Orientation (information session)
- House-keeping training session

Qualifications:

- Must be able to lift 30 pounds
- Must have the ability to have good physical endurance as well as the willingness and ability to do physical work.
- Follow directives with minimal supervision
- Be able to handle animals
- Be able to work with chemicals safely

Commitment: 8 hours a month for a minimum of 6 months and maintain the 8 hours a month to remain active.