



## **Volunteer Job Description** *Laundry and Dishes Assignment*

**Objectives:** Assist our Shelter Staff by doing laundry, washing dishes, and organizing each of those areas.

**Supervisor:** 1) Shelter Manager  
2) Program Manager

**Days & Hours Needed:**

- Shifts are available 7 days a week from 9am-3pm in 2-hour intervals.

**Responsibilities:**

- Organizing the laundry areas
- Starting and changing loads of laundry
- Folding laundry and neatly putting it away in the appropriate places throughout the shelter
- Washing dishes
  - Note: Methods/protocols and equipment in place differs from routine dishwashing at home
- Pre-washing rubber toys like Kongs and Nyla bones
  - Getting the food out of them before bringing them to the laundry room
- Putting dry dishes away
- Sorting through donated items and making sure they are categorized for the right department

**Qualifications & Special Skills Required:**

- Must be willing to wear medical mask and always follow COVID-19 protocols
- Willingness to clean up and work around animal waste
- Must be able to squat and bend comfortably
- Must be able to work safely and respectfully around animals
- Must enjoy organizing
- Must be able to follow sanitation and safety protocols
- Must maintain a positive relationship with all staff and fellow volunteers
- Must be able to work independently and take initiative once trained

**Required Training:**

- Volunteer Orientation
- One-on-One Training