



Volunteer Position Description Housekeeping Volunteer

Position Title: Housekeeping Volunteer

Purpose: The position of the Housekeeping Volunteer is to assist Animal Care Staff with cleaning from 8-11 a.m. on Saturday and Sundays. The Volunteer will sweep, scrub, and mop the front lobby and cat hallway.

Location: The Housekeeping Volunteer works at the main shelter, 3355 Berkmar Drive, Charlottesville, VA 22901

Key Responsibilities:

- Follows established cleaning protocols to scrub and mop floors
- Ensures a safe work environment by following all safety guidelines and model safe work practices.

Responsible to: Ryan Willis, Animal Care Manager; Paul Simpson, Asst. Animal Care Manager

Time Commitment: 6 month commitment, 3 hour shifts once per week.

Qualifications: Ability to bend, squat, and lift 40 pounds. Must be dependable and hardworking with a strong attention to detail. Ability to work independently and within a team. Following protocol is a must.

Support: Training for this position will be provided. In addition, the Animal Care Manager and the Volunteer Coordinator will be available for questions and assistance.

Dress Code: non slip shoes, CASPCA scrub top or Volunteer tshirt

Volunteer Name (print)	Volunteer Signature	Date
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Volunteer Coordinator Signature	Animal Care Manager Signature	Date
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