

## Volunteer Position Description

### *Meal Preparation*

Mon-Fri: 4p-6p

Sat-Sun: 3p-5p

#### DESCRIPTION

Reports to: Volunteer Manager

Commitment: 6 month commitment, 2 hours per week(same day/time)

#### PURPOSE

Meal preparation volunteers are a vital part of the closing team. Feeding time at the shelter is often the most exciting for the animals and is essential to their overall wellbeing. In addition, we use this time to provide enrichment to the shelter animals through their food. By making meal time more challenging, like putting kibble in a puzzle, the cats and dogs have to think about how to get their meal. This burns mental calories resulting in more tired cats and pups so they get a good night sleep with full bellies.

#### RESPONSIBILITIES

- Represent the organization in a professional and courteous manner
- Attend and participate in meetings, training programs, and continuing education.
- Work respectfully with and alongside staff and volunteers
- Prepare meals for all animals in accordance to current policies and procedure for staff distribution.

#### QUALIFICATIONS

- Junior Volunteers: 12-15 years old. Parent or appointed guardian must be present at all times while volunteering. Volunteers 16-17 years old must have parent or legal guardian consent
- Able to work with minimal supervision
- Ability to follow directives
- Excellent oral, written, and organizational skills with attention to detail
- Able to lift and carry supplies in excess of 25 pounds
- Must attend New Volunteer Orientation and meal prep training

#### WORK ENVIRONMENT

- Physical demands include:
  - Lifting food bags as needed for restocking purposes
  - Frequent movement, including but not limited to; standing, walking, stooping, carrying
- Working conditions include:
  - Possible exposure to dangerous, diseased, frightened, and injured animals.
  - Possible exposure to zoonotic diseases.
  - Possible exposure to potentially harmful chemicals
  - Working with strong cleaning agents on wet surfaces.