

# VOLUNTEER POSITION: Shelter Essentials: Clean Team

**DEPARTMENT:** Facilities and Maintenance

**RESPONSIBLE TO:** Volunteer Team, Facilities Manager, and staff



## SUMMARY OF ROLE

Shelter Essentials volunteers support the shelter by helping to maintain a happy and healthy space for our animals, visitors and staff. If you enjoy cleaning, this is a great way to get started volunteering right away, and a role that is often overlooked in favor of more direct animal related roles.

It is a daily effort to keep our shared community spaces clean, and any help sanitizing floors with our industrial floor cleaning machine, cleaning glass, sweeping, running dishes through the dishwasher and anything else that is needed is so appreciated. It takes a lot of hands to keep this shelter clean and smelling fresh, and volunteers in this role get a first-hand look at all that happens behind the scenes to pull it all off.

These roles provide an excellent foundational knowledge of the greater shelter needs that can be carried into any other volunteer role.

## TIME COMMITMENT

- **Schedule:** Weekly; volunteers are expected at the same day & time every week.
- **Duration of Assignment:** 3-month minimum commitment. Volunteers may continue in this position for as long as they wish after the initial 3 months.

**PRIMARY DUTIES AND RESPONSIBILITIES:** Exact duties will vary depending on the volunteer's shift time and the needs of the department. Possible duties include:

- Sweep assigned area and sanitize floor using the T2 floor cleaning machine
- Clean stainless-steel door panels and glass
- Wipe railings, doorknobs, and other high-touch surfaces with disinfectant cleaner
- Remove scuffs from walls and baseboards as needed
- Assist with running dishes and supplies through the Hobart dishwasher
- Work collaboratively and professionally with shelter personnel and volunteers to achieve an efficient, well-run environment for all.
- Assist with daily shelter operations as needed

## VOLUNTEER QUALIFICATIONS

**Requirements\***: Volunteers in this position must possess the following skills and capabilities:

- 16 years of age or older
- Able to volunteer as an individual, but work in a team when required
- Able to be flexible in the assigned position and assist with other duties as requested

## **Skills**

- Able to take direction well and to work both independently and as a member of a larger team
- Strong communication skills and able to follow instructions clearly and efficiently, sometimes with minimal supervision.

- Dependable and responsibly able to communicate with the volunteer management team if unable to make a shift.
- Basic reading comprehension and writing in English - written signs are placed around the shelter to communicate important health and safety information.

### **Physical Capabilities**

- Walking on wet floors with appropriate non-slip footwear.
- Able to reach, squat, bend, and twist frequently in order to clean assigned spaces.
- Able to lift up to 25 pounds in order to move and carry supplies.
- A degree of dexterity in hands and fingers to operate necessary cleaning tools and machinery
- See well enough to read animal body language and read important instructional signage.
- Hear well enough to detect animal warning vocalizations.
- Be on your feet for the duration of a two-hour shift.

### **Mental/Emotional Capabilities**

- Understand, remember, and follow instructions (both written and verbal).
- Work independently with minimal or no supervision (once trained), while also recognizing limits in knowledge/abilities and asking for help when needed.
- Work cooperatively with other people and take direction and feedback from peers, staff, and/or leadership.
- Recognize potentially hazardous situations and respond appropriately or notify the appropriate person.
- Comfortable around loud noises such as barking dogs and industrial washing machines.

\*If you or someone you are representing may need some assistance or reasonable accommodation to meet these requirements, please contact [volunteer@arlgp.org](mailto:volunteer@arlgp.org) before submitting your application.

### **TRAINING REQUIRED**

- ARLGP Orientation & Volunteer Planning Sessions (online & in-person)
- Willingness to participate in occasional continuing education sessions

### **WORK ENVIRONMENT**

As a vibrant and busy shelter, volunteers can expect an often fast paced, and sometimes emotionally charged atmosphere. While performing the duties of the job, volunteers may be exposed to odors or airborne particles including animal fur, dander, and cleaning products. The noise level in the shelter can be loud, depending on the area. Volunteers performing care roles may be exposed to animals experiencing higher levels of stress, cleaning chemicals, or contagious diseases. The ARLGP recommends maintaining basic hygiene included but not limited to changing out of clothing worn at the shelter after a volunteer shift and regularly washing hands.

**Peanut Allergen Warning:** At the Animal Refuge League of Greater Portland peanut products may be found in any area where animals are present, especially with dogs. Peanut butter is commonly used to provide enrichment and medication, and volunteers may come in contact with these products or animals who have recently consumed these products if working onsite. While peanut products are uncommon in cat areas, there is shared equipment and laundry between species that may carry a risk of peanut exposure. Additionally, peanut products may be in food served to humans at the ARLGP.

### **DRESS CODE**

When volunteering at the shelter, you are a representative of the ARLGP. Dress is casual, but suitable, appropriate clothing is required. When working with animals, clothing may get torn or stained, so please don't wear anything you can't live without. While various positions may have additional requirements, we ask that for health, safety, and public perception, volunteers observe the following general guidelines for dress:

- Clothing must be clean, free of excessive tears, holes, or rips, allow for frequent bending, stooping, and lifting, and may not be excessively tight or revealing, or hang down in such a way as to expose undergarments.
- Appropriate footwear is always required. Shoes should be comfortable & closed-toed with a rubber sole. No high heels, sandals, or flip-flops
- Please always wear your nametag
- Shorts must reach mid-thigh
- No inappropriate prints or graphics
- Dog walkers are encouraged to wear long pants to protect from scratches and ticks on the trails
- Please do not cut or alter your official volunteer t-shirt when representing the League