



## Facility Volunteer

The Facility Volunteer will have a focus on maintenance, with crucial responsibilities in donation sorting, warehouse organization, receiving donation shipments, and additional tasks related to the upkeep and maintenance of the facility. The volunteer will report to the Facilities Department's Team Lead. By joining us as a Facilities Volunteer you will play a vital role in both the efficient operation and the overall maintenance of our building.

### Duties:

- **Donation Sorting:** Categorize and organize incoming donations with attention to maintaining a clean, presentable and safe environment.
- **Warehouse Organization:** Ensure the systematic arrangement of inventory, housekeeping and FIFO (First in First Out) stock rotation,
- **Receiving Shipments:** Collaborate with the Maintenance team and the Animal Care team, to receive shipments, placing emphasis on careful handling and storage to prevent damage.
- **Maintenance Duties:** Undertake tasks related to facility maintenance, such as cleaning, minor repairs, and general support to the Maintenance team as directed by the Team Lead, Facilities Maintenance

### Skills:

- **Maintenance Skills:** Possess basic maintenance skills, including the ability to perform minor repairs, handle tools, and address facility-related issues.
- **Shipping and Receiving:** Attention to detail, general knowledge of inventory concepts and a commitment to maintaining an organized and efficient warehouse. Skid steer or forklift experience would be considered an asset.
- **Organizational Skills:** Ability to organize and categorize donated items efficiently, contributing to a well-structured warehouse layout.
- **Attention to Detail:** Pay close attention to detail when sorting donations and maintaining the facility to ensure a high standard of cleanliness and order.
- **Teamwork:** Collaborate effectively with team members, particularly during shipment handling and facility maintenance tasks.
- **Physical Stamina:** Ability to engage in physical tasks, including lifting up to 75lbs, frequently moving items, standing and walking for extended periods of time.



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- **Adaptability:** Be adaptable to a dynamic environment, as tasks may vary, and the need for maintenance services or organizational efforts can arise unexpectedly.
- **Communication Skills:** Interactions require common courtesy, effective listening and comprehension skills. Communicate clearly with team members and supervisors, especially when identifying maintenance needs or coordinating efforts during various tasks.
- **Time Management:** Efficiently manage time during shifts to complete tasks within the designated time frame.

## **Role Requirements:**

- Must be 18 years or older.
- Prior experience in maintenance is an asset.
- Experience with hand and power tools is an asset.
- Able to lift 75lbs.
- Clean Drivers abstract.

## **Hour Commitment:**

- 2 shifts per week, approximately 4 to 6 hours a week

## **Availability:**

- Tuesdays & Thursdays

## **Training Required Prior to Independent Work**

- Online EHS Volunteer Orientation
- Job Shadowing

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