



## Volunteer Job Description – Laundry Attendant

**Focus of the Job:** The primary responsibility of the Laundry Attendant Volunteer is to assist with the shelters laundry.

**Reports to:** The department staff member you are assisting that day and the Volunteer Coordinator

### **Requirements:**

- Orientation
- Shelter Training

### **Tasks:**

- Assisting with laundry
- Sorting towels, linens, pet beds, pet toys and other laundry items by material.
- Washing items with commercial laundry equipment following by proper washing protocols
- Unloading laundry from dryers
- Maintaining laundry area
- Discard any broken toys, ripped towels or beddings
- Dust/ wipe down all machines.
- Clean all filters and drains.
- Discard trash end of shift.
- Clean out all empty laundry bins and wipe down using proper disinfect

### **Physical Requirements:**

- Must be able to stand for up to 3 hours
- Must be able to reach and bend

### **Work Environment:**

- Medium paced environment

### **Shift Rules:**

- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff

### **Dress Code:**

This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. If you decide to bring a sweater or long-sleeved shirt, it must be worn under your volunteer shirt.

