



Facilities Assistant

Function:

Volunteers will work with the maintenance department to help general cleaning, empty trash cans in and outside of facility and be available for other duties as they arise.

Specific Requirements:

- Must support the mission, policies and practices of Big Dog Ranch Rescue.
- Must have reliable transportation.

Skills:

- Some hand tool knowledge.
- Some knowledge of cleaning supplies and cleaning protocol.
- Must perform detailed tasks efficiently and with accuracy.

Qualifications:

- Must be able to multi-task.
- Must be able to lift up to 50lbs.

Expectations:

- Expect to adhere to agreed schedule.
- Contact Supervisor if he/she cannot fulfill said schedule or will be late.
- Agree to work some days and weekends. At least 1 (4) hour shifts per week.
- Must be able to build and maintain positive relationships with staff.

Training Curriculum:

- Volunteer orientation and interview with Volunteer Manager.
- Shadow Supervisor for 1 complete shifts.

Training Schedule:

- Weekly briefings as needed.
- Schedule maintained by supervisor.
- Communication maintained by John Allen and Volunteer Manager.

Effective 1/2019

Approved CK

“Big and small, we save them all!!”