

Peninsula Humane Society & SPCA
Pet Food Bank Associate
Pick of the Litter
Job Description

Job Title: Pet Food Bank Associate
Division: Community Engagement
Department: Outreach / POL
Reports To: POL Store Manager
FLSA Status: Part-time (10 hrs./week), Non-Exempt, Non-Union
Salary: \$21.22 per hour

Summary: Assist in the monthly operation of our Pet Food Bank and as time permits the daily operation of the Pick of the Litter thrift store.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Welcome new Pet Food Bank members to the foodbank by reviewing applications and approving members in the database.

Send welcome email instructions to new members and respond to questions.

Maintain food bank database and provide superior customer service to members as needed.

Compile a monthly inventory of foodbank supplies and create orders for supplies needed to fulfill foodbank demands.

Staff monthly Pet Food Bank and work to accommodate members who need to schedule different pick-up times.

Process sales utilizing the cash register and credit card processing systems.

Answer telephone in a polite and professional manner.

Receive donations, sort, and price merchandise in accordance with store guidelines.

Works professionally with the public, customers, co-workers, and volunteers.

Acknowledge each customer that comes into the store in a courteous and professional manner and perform all duties in a safe and efficient manner.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check. Must be available to work on Fridays and Saturdays.

Education and/or Experience:

High school diploma or general education degree (GED); or one to three months related retail experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to customers, volunteers, and other employees of the organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Knowledge of computerized cash management system and ability to learn proper cash management procedures. Working experience with Microsoft Office Suite.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EOE/M/F/D/V/SO