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| **KITCHEN MAVEN**  **Position Description – Entry level, facility caretaker.**  This position is not only a very large portion of the work we do, but it is the main support for our interns and management. Our Kitchen Maven volunteers are vital to the daily operations of the center. We depend on the volunteers, each and every day, and rely on them to help our facility run smoothly.  We are open 365 days a year and our animals need care every day, so dependability is a must. We do recognize that “life happens” but ask that our volunteers work their assigned shift, whenever possible. Many hands make the work lighter for everyone.  *Note: After successfully completing your training period there may be more flexibility in scheduling. You can also request to learn more advance care, please check with the Volunteer Coordinator, or Hospital Manager for additional information.*     |  |  | | --- | --- | | **Time Commitment** | **Minimum one shift per week for the training period of three months.**   * Summer shifts available - 8am to 2pm or 2pm to 8pm * Fall/Winter/Spring shifts available are - 9am to 2pm or 1pm to 6pm | | **Responsibilities** | * Preparing food and feeding animals * Washing dishes and keeping the food prep area clean * Completing tasks such as folding laundry, putting syringe pieces together, sweeping and mopping, etc. * Helping keep the facility clean and organized during the day | | **Characteristics** | * Dependable * Cares about animals and their wellbeing * Enjoys cleaning and general house care * Ability and desire to learn * Not afraid of getting messy or dirty | |  |  |