

EVE, Inc.
Intern/Volunteer Position Description
Position: Shelter Assistant
Position Supervisor: Facilities Supervisor

Position description:

The Shelter Assistant is responsible in assisting with the general upkeep of the Shelter, Administration Building surrounding grounds, and Shelter vehicles. The position also provides general assistance to the Facilities Supervisor in the daily operations of the facilities.

Duties Include:

- ⌘ Maintenance of Shelter/Administration Buildings and vehicles:
- ⌘ Refurbishing and repairing buildings: stripping floors, painting, remodeling, repairing and staining woodwork, fixing and/or repairing plumbing, electrical and heating problems, dry walling, repair of furniture, appliances, flooring, walls, etc.
- ⌘ Maintain security and fire alarm systems
- ⌘ Keep gas tanks full, check and change oil, check and change tires, clean and vacuum vehicle on regular basis

Grounds keeping:

- ⌘ Raking leaves, cutting grass, trimming bushes, and general lawn care and landscaping which includes the parking lots and shed, and seasonal upkeep (snow removal, etc.)

Assisting Facilities Supervisor:

- ⌘ Maintain proper cleaning supplies and equipment
- ⌘ Maintain stock of paper products, personal needs, linens, food, etc.
- ⌘ Fill work orders as directed
- ⌘ Assist in pick up and stocking of food items
- ⌘ Maintain inventory and stock of household linens
- ⌘ Conduct food rotations in food room & freezers
- ⌘ Pickup, sort, process and store donated items
- ⌘ Maintain Cleanliness of the shelter
- ⌘ Any other duties as directed by the Facilities Supervisor

For more information about Volunteer Opportunities:

EVE, Inc.
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