



Pet Food Pantry Assistant

Purpose: Provide direct assistance to community members in need.

Location: East Bay SPCA Spay & Neuter Surgery Center: 410 Hegenberger Road, Oakland. Parking is available onsite.

Key Responsibilities:

- Assist with set up and clean of pet food pantry.
- Hand out pet food to clients utilizing our drive-thru distribution system.

Time Commitment:

- **Every other Friday** from 10:30am – 1pm.

Training & Support:

- Training is provided.
- The Manager of Humane Advocacy and Volunteer Services Manager are available for questions and assistance. This position reports to directly to the Manager of Humane Advocacy.

Requirements & Qualifications:

- Have compassion for diverse life experiences and clients undergoing challenging situations.
- At least 18 years of age.
- Commit to a regular weekly shift.
- Ability to stand for extended periods of time.
- Must be able to transport pet food and lift up to 45 pounds.
- Be courteous and welcoming to all clients, staff, and volunteers.
- Comply with guidelines outlined in the confidentiality agreement.
- Be comfortable answering questions and referring to staff for assistance when queries fall outside scope of knowledge.
- Desire to make a positive impact on the lives of pets and their people.
- Bilingual Spanish/English applicants are highly encourage to apply!