



Pet Food Pantry Assistant

Purpose: The Pet Food Pantry assistant serves as essential support for the Humane Advocacy department, which helps keep pets healthy and in loving homes and decreases pet overpopulation. The East Bay SPCA offers a Pet Food Pantry to any pet parents in need of pet food. Volunteers play a critical role to ensure the pet food is packed and ready to be distributed.

Location: The Pet Food Pantry assistant works at the Oakland shelter located at 8323 Baldwin Street, Oakland. Parking is available on-site. The Coliseum BART Station is a 0.7 mile walk.

Key Responsibilities:

- Utilize bulk pet food to bag weekly portions of cat and dog food
- Prepare pet food 'orders' for individual homes
- Transfer pet food bags to storage areas

Time Commitment:

- Weekly 2-hour shifts available 7 days a week between 9am-5pm.

Training & Support:

- Staff 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 50 pounds.
- Desire to make a positive impact on the lives of pets and their people.

1. Bagging/Unloading & Loading Volunteer

- a. Monday – Friday, 3-hour shift between start time between 10am-2pm, so end by 5pm
 - b. Must have own car
 - c. 40 pound bags
 - d. 1-2/month loading and unloading; remaining weeks just be bagging
 - e. Going to Pet Food Express in San Leandro with me to lift and put in the van 40 pound bags of food.
 - i. Returning to EBSPCA and lifting and putting those bags in our storage room near to the van parking area.
 - f. Loading up the van with pre packed food @ EBSPCA for transport to S/N clinic.
 - g. Unloading the van of pre packed good @ S/N clinic.
 - h. Reloading the van with more pre packed food @ EBSPCA and unloading @ S/N clinic probably @ least 1-2 times more.
 - i. **Onboarding:** Phone screen, shadow/training
2. PFP Fridays every other week 9am-1pm – 1 more
 - a. **Onboarding:** phone screen, pass along to Melissa, train onsite