



## 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:

- One time commitment of 2-4 hours **OR** weekly 2-hour shifts are available 7 days a week between the hours of 9am-5pm.
- One time group opportunities can be scheduled Tuesday – Thursday between 9am-5pm.

### Training & Support:

- Training is provided onsite.

### Requirements & Qualifications:

- We can accommodate groups of up to 6 people.
- Group members must be at least 18 years of age.
- 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.