

## Volunteer Position Description

**Position:** Cleaner

**Department:** Kennels

Volunteers' Coordinator	
<b>Name:</b>	Rebecca Smith
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**Location:** 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

**Hours:** 8.30am – 10.30am daily.

### About the Position

The role of cleaner is critical for the wellbeing and happiness of dogs and puppies living at the shelter. Cleaners are there to assist staff in making sure the living arrangements for canines are pleasant and sanitary.

### Key Duties

- Cleaning kennels, dog-yards and recreational areas;
- Replenishing water, bedding and toys in kennels, dog-yards and recreation areas;
- Handling dogs / puppies;
- Laundry tasks inclusive of washing/drying/folding blankets, toy cleaning /sorting.
- Creating and distributing enrichment
- Kitchen Tasks (i.e. washing food bowls, enrichment items, assisting with food preparation)

### Skills & Qualities

- Positive and upbeat attitude;
- Willingness to take direction;
- Attention to Detail.

### Benefits

- Interaction with the Animals;
- Increased knowledge of canine behaviour and handling;
- Participating in a worthwhile cause.

### Induction and training

- RSPCA Volunteer Induction and Orientation;
- Practical training session(s) with a member of staff.

### Additional requirements

- Uniform Compliance;
- Working with Vulnerable People Registration;

- Six month commitment to volunteering with the RSPCA;
- Tetanus vaccination up to date

## Kennels Cleaner – Task Analysis

The role of a kennels cleaner is physically demanding requiring a high degree of lifting, bending, squatting and reaching. Occupants of these roles are on their feet for the entirety of their shift (generally 2 hours). Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> <li>• Kennels grates</li> <li>• Disposing of garbage bags.</li> </ul>
	2. Lifting 10kg +	Irregularly	<ul style="list-style-type: none"> <li>• Lifting bags of food</li> </ul>
	3. Bending	Regularly	<ul style="list-style-type: none"> <li>• Bending in and out of Kennels to scoop animal droppings, pick up bedding and other items</li> </ul>
	4. Squatting	Regularly	<ul style="list-style-type: none"> <li>• Squatting to lift items in and out of Kennels</li> </ul>
	5. Reaching	Regularly	<ul style="list-style-type: none"> <li>• Reaching to lift items in and out of Kennels</li> </ul>
	6. Push/pull	Irregularly	<ul style="list-style-type: none"> <li>• Pushing or pulling garbage cart</li> </ul>
Work Environment	7. Works indoors	Regularly	<ul style="list-style-type: none"> <li>• Laundry</li> </ul>
	8. Works outdoors	Regularly	<ul style="list-style-type: none"> <li>• Exposure to weather (sun, cold and rain)</li> </ul>
	9. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> <li>• Virkon</li> </ul>
	10. Exposure to biological hazards	Irregularly	Zoonotic diseases
	11. Exposure to risk of animal scratches/bites	Regularly	
	12. Requirement to wear personal protective equipment (PPE)	Regularly	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Virkon mask</li> </ul>
	13. Exposure to psychosocial risks	Regularly	<ul style="list-style-type: none"> <li>• Euthanasia</li> <li>• Sick or injured animals</li> </ul>