

Volunteer Job Description

Title: Supply Closet Management
Report to: Office Manager/ED
Trained by: Office Manager/ED
Shift: 2-3 hours weekly
Schedule: Flexible – While Center is Open
Minimum Commitment: 3 months

Job Summary: Keep supplies organized and at minimum levels

Duties and Responsibilities

- Check supplies against inventory list
- Update inventory list and highlight needs
- Submit needs list to Office Manager/ED for approval
- Purchase supplies as requested by office manager/ED
- Submit receipts for reimbursement
- Dust closet shelves
- Rearrange/organize closet
- Sweep and/or vacuum closet floor

Knowledge, Skills, Equipment and Abilities

- Enjoy cleaning
- Organized
- Consistent and dedicated
- Able to communicate well with all levels of the organization, it's members, and the general public
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.