



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

**VOLUNTEER ROLE
DESCRIPTION**

Laundry Assistant
Wingfield

ROLE: Laundry Assistant

REPORTS TO: Outreach Manager

LOCATION: Wingfield

SHIFT TIMES: Part time – 8.30am – 12.30pm

Purpose

The Laundry Assistant provides assistance with the daily duties in the Laundry at the Wingfield shelter.

Volunteer duties and responsibilities

The Volunteer Laundry Assistant will work at the Wingfield Shelter and will be able to:

Duties

- Sorting bedding for animals
- Washing, drying of bedding for animals
- Washing of food dishes, litter trays, toys etc

Organisational

- Attend designated shifts as per the volunteer roster
- Develop and maintain a productive working relationship with the team
- Maintain a high standard of personal presentation
- Maintain confidentiality and privacy in matters relating to the AWL, customers, procedures and security
- Represent AWL in a professional manner at all times in accordance with the Code of Conduct
- Promote a proactive approach to Workplace Health & Safety (WHS) in accordance with the WHS Management System
- Identify hazards, assess risks and report incidents as required in line with the WHS Policy

Work Health and Safety

All workers have a legal obligation to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public
- Use equipment provided to protect health and safety
- Follow reasonable instructions given on health and safety
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others
- Report accidents, injuries, property damage and health and safety incidents
- Participate in activities associated with the management of workplace health and safety
- Wear AWL polo shirt
- Wear sturdy trousers e.g. jeans or drill work pants. ***Track pants, leggings, shorts and light weight trousers are not acceptable.***
- Wear enclosed shoes
- Wear AWL name badge at all times

Skills, abilities and experience required (or desirable) for role

We are looking for a volunteer with the following skills, abilities and experience to fill this volunteer role:

Education, experience and skills

- Excellent communication skills
- Demonstrated people skills
- Ability to work effectively as part of a team
- Proven reliability and punctuality
- A positive, can do attitude

Special Requirements

- Satisfactory National Police Clearance Certificate at commencement and periodically at the request of the AWL

Minimum Personal and Work Skill Requirements

Ability to -

- Follow direction
- Adhere to AWL's training and animal handling philosophies
- Be aware of surroundings and act appropriately
- Read and understand all signage on site
- Working with chemicals

Physical Effort/dexterity required (Delete those not relevant)

The performance of this role requires frequently standing for long periods of time, twisting, bending, crouching, reaching, reaching overhead, pushing a pulling lifting and kneeling.

Background checks

Animal Welfare League is committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role.

For this reason, should you be interested in this role, we will need to collect the following information prior to you commencing in the role –

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Drivers Licence
<input type="checkbox"/> Resume detailing your experience	<input type="checkbox"/> National Police Clearance Certificate
<input type="checkbox"/> Personal references	<input type="checkbox"/> Working with Children Check
Qualification Checks: <input type="checkbox"/> (Insert detail if required)	Other: <input type="checkbox"/> AWL's Volunteer Agreement <input type="checkbox"/> Signed Confidentiality Agreement <input type="checkbox"/> Signed Code of Conduct

Satisfactory National Police Clearance Certificate is required at commencement and periodically renewed at the request of the AWL.

If you have any questions about these background checks, please do not hesitate to contact AWL's People, Culture & Safety Coordinator. Please note that we treat all information as sensitive and handle it in accordance with privacy laws.

I have read the requirements and responsibilities outlined in this role description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____