



**Job title:** Facilities and Empties for Animals Assistant

**Reports to:** Director of Facilities

**FLSA Status:** Hourly, Non-Exempt

**Employment Status:** Full-time regular

**Oversees/Manages:** Empties for Animals Volunteers

### **Summary of Responsibilities**

The Facilities and Empties for Animals Assistant helps the Director of Facilities oversee and manage the day-to-day operations of the Mohawk Hudson Humane Society's facilities, including but not limited to, building repairs, janitorial duties, grounds maintenance, furniture and fixture assembly, and supply inventory and ordering. They are responsible for overseeing the shelter's Empty's for Animals Program, training and overseeing individual and corporate volunteers in our bottle and can redemption center. The person in this role will act as host to large groups, ensuring a positive experience and ongoing relationship with the organization is formed, and as mentor to individuals who volunteer their time to sort bottles and cans. The person in this role must have excellent communication skills and is expected to create a welcoming and professional atmosphere that is comfortable for diverse audiences.

### **Essential Duties**

#### ***Facilities (60%)***

- Understands diversity is a strength, equity is non-negotiable, inclusion is our obligation, and embodies this understanding in all interactions with internal and external stakeholders
- Performs grounds work, such as mowing, raking, planting, and plowing
- Performs general maintenance tasks and repairs in all areas, including kennels
- Regularly performs mopping, vacuuming, recycling, and surface cleaning of furniture, counter tops, desktops, other work surfaces, and lobby areas
- Other duties as assigned

#### ***Empties for Animals (40%)***

- Talks to and thanks community members donating bottles and cans, recruiting new volunteers when possible, and sharing updates about the money raised by donations like theirs
- Works closely with the Volunteer Coordinator and the Director of Community Outreach and Engagement to schedule corporate and community groups and to make their donated time into an event worth remembering
- Maintains up to date knowledge of sorting policies, ensuring the most possible return is earned on each bottle or can, and that all safety and packaging protocols are followed
- Assists in loading the truck, effectively, efficiently, and safely
- Updates the Volunteer Coordinator on the accumulation of bottles and cans and the need to call on more, or fewer, individual or corporate groups to stay up to date on redemptions
- Keeps the bottles and cans area clean, safe, and well organized to ensure all volunteers have a positive experience
- Trains interested staff and board members on the proper ways to sort bottles and cans, and identifies key volunteers to cover important shifts
- Reaches out to local existing redemption centers seeking partnerships in which they allow patrons to donate their redemption fees to MHHS in lieu of cashing out

- Works with Finance to ensure the money coming in for bottles and cans matches expected amounts from the redemption processor as well as redemption centers
- Works with the Development Team to provide redemption center partners with appropriate signage

### **Qualifications**

- **Prior Experience:** One year of consistent work experience (one year of work experience may be substituted by relevant volunteer experience); experience overseeing students, staff, or volunteers preferred
- **Education:** High school diploma or GED required
- **Credentials:** No specific credentials required
- **Hard Skills:** Leadership and supervision; basic computer literacy and familiarity with Microsoft Office Suite
- **Soft Skills:** Excellent emotional regulation; empathy; conflict resolution; strong communication; team focus; flexible and creative problem solving; decisiveness; dependability; organization; time management
- **Availability:** Weekday and Saturday availability needed; must be able to work a flexible schedule that changes to accommodate the needs of corporate groups

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch
- Lift and/or move up to 40lbs
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

### **Working Conditions**

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

---

Employee Print Name

---

Employee Signature

---

Date