



## VOLUNTEER JOB POSTING

**POSTING DATE:** 10/29/2018

**POSITION / DEPARTMENT:** Petique

**LOCATION:** SPCA Main Shelter

**COMMITMENT:** High, Same day and time each week

**END DATE:** Until filled

### **JOB DESCRIPTION**

Assist Petique staff in stocking and selling merchandise, as well as assisting guests in identifying supply needs for their new pet.

### **Principle Duties and Responsibilities**

- Process transactions on the sales register.
- Advising guests on products.
- Fitting collars, harnesses, and leashes.
- Checking in, pricing, and filling in stock as needed.
- Cleaning as needed.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

### **Requirements**

- Available shifts: Friday 11 am – 3 pm; Saturday 10 am – 2 pm
- Comfortable with people, cats, and dogs, and general pet care knowledge.
- Basic computer skills and/or willingness to learn sales register.
- Outstanding customer service skills.
- Willingness to work with staff and volunteers.

### **How to Apply**

Please call our Petique manager, Jessica, at 716-875-7360 X237.