



Pet Pantry Assistant (part time)

Department(s) Medical

Reports to IndyHumane Downtown Clinic Director

Job summary

The Pet Pantry Assistant will assist the Community Pet Pantry Coordinator with the distribution of pet supplies for partner rescues groups both statewide and in the community. This position will also play a vital role in providing supplies for owned pets in the underserved community.

Essential job functions

- Operate warehouse forklift - removing pallets from delivery truck to warehouse floor, moving assembled pallets to shelving for storage, removing pallet from shelving to customer's vehicles in a safe and timely manner
- Operate a box truck or van for the pickup and/or delivery of pet supplies from community partners as needed.
- Assist with sorting and organizing donations
- Ensure excellent customer service and positive interactions with partner rescue groups and the public during shopping days/events
- Other duties as assigned

IndyHumane All Staff Competencies

- **Collaboration**- Working together and creating camaraderie around our common purpose to achieve benefits for the organization
- **Customer Service** - Ensuring the understanding and satisfaction of our patrons in a respectful, professional way
- **Adaptability/Flexibility** - Being able to effectively learn new skills and behaviors in response to changing circumstances
- **Exceptional Work Habits** - Pursues excellence in work habits that contribute to job performance

Minimum Qualifications

- Must be certified or willing to become certified to operate a forklift
- Must be able to repetitively walk, stand and lift 50 lb bags and boxes.
- Must have valid driver's license with good driving record.
- Ability to operate a box truck or van
- Must have high school diploma or equivalent.
- Prior work experience in a team setting
- Customer service experience
- Must be comfortable working in a non-climate controlled warehouse environment (temperatures, dust, etc.)
- Must have Tuesday through Friday availability (8a-1p) with occasional Saturdays. 20 hours per week with additional hours when available

Preferred, but not required

- Bilingual English/Spanish



Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Generic title	Pet Pantry Assistant
Pay grade	Non-Exempt
Management? (Yes/No)	No
Last revised	1/10/2022