



# PROTEUS REPTILE TRUST

## ROLE DESCRIPTION Housekeeping Assistant Volunteer Role

### Role Details

- Location: Rehoming Centre, Sedgley
- Responsible to: Centre Coordinator
- Hours: Flexible, ideally a minimum of 4 hours a week

### Role Purpose

We're looking for someone handy with a Hoover, happy to tidy, dust, clean and make sure everything is shipshape around our rehoming centre.

You will need to be enthusiastic, practical, and happy to work as part of a small team, occasionally helping out with other tasks when needed. Most importantly, you must enjoy being around reptiles!

### Key Tasks

- Help keep the staff areas, stairways and toilets clean - vacuuming and wiping down surfaces.
- Assist with tidying and cleaning the welcome office and visitor areas.
- Help with sweeping and washing the main entrance stairs and railings.
- Support the Centre Coordinator with restocking cleaning supplies.
- Assist with organising and displaying items for sale in the shop area.
- Update the cleaning rota to make sure accurate records are kept.

## What support will be given?

- Training and support to get you up to speed with our current systems.
- Induction to learn about the work we do at our rehoming centre to give you a thorough understanding of our aims and ethos.
- Regular review meetings with the centre coordinator in order to agree tasks, receive feedback and raise queries.
- Opportunities to become involved in other Proteus Reptile Trust activities.

## What are the benefits of volunteering with us?

- Develop your housekeeping skills.
- Merchandising experience.
- References to add to your C.V.
- Experience of working in the charity sector
- Experience of working in an animal rescue organisation.
- Use your skills and experience to contribute to the success of Proteus Reptile Trust.

...and you will become part of our small, friendly team; making a difference, raising awareness, and finding loving homes for our rescued reptiles.

## Applying to be a Housekeeping Volunteer

If you're interested in applying for this role, send us an email with your details, telling us a bit about your housekeeping experience and how you'd like to help.

Send your email to: [proteusreptiletrust@gmail.com](mailto:proteusreptiletrust@gmail.com)