



Inventory Volunteer Position Description

Job Description

Project PLASE is seeking volunteers to conduct regular inventories at our facilities. Under the supervision of a staff representative, individuals would record inventory of items such as food, hygiene supplies, bedding, furniture, and various donated items.

Benefits

- Ensure that our clients who have experienced homelessness receive the best supplies while starting their lives anew
- Streamline the process of distributing more than 1,000 donations annually

Duties and Expectations

- Organize, tidy, and clean rooms where inventory is stored
- Maintain accurate records of what supplies there are in stock
- Use discretion to sort through items and determine which could be discarded, clearing any choices with your supervisor beforehand
- Distribute the donated items stored in 3601 to the transitional facilities
- Consistent communication with staff, especially supervisor
- Must comply with all Project PLASE Volunteer Policies and Procedures

Availability: Monday-Friday during regular business hours

If interested, contact: Volunteer Coordinator, P: (410) 837-1400 ext. 136
E: volunteer@projectplase.org

Project PLASE
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