



Inventory Volunteer

Primary Responsibility: Document, store, and track all existing items in Voz's office and Worker Center.

Time: 5 hrs/week, consistent.

Location: Worker Center at 240 NE Martin Luther King Jr. Blvd. and Admin Office at 330 SE 11th Ave., and other storage locations.

Requires: Spreadsheet management, emailing, texting, reporting, consistency, attention to detail (no prior experience necessary).

Workflow: Come to the Admin Office or MLK Jr. Worker Center at least once a week to inventory items: track inflow and outgo of items, support valuing these items, know what we have on hand, and what we are likely to need. Be able to say what is where at any given moment. Help with organization and storage.

Works With: Bookkeeping.