

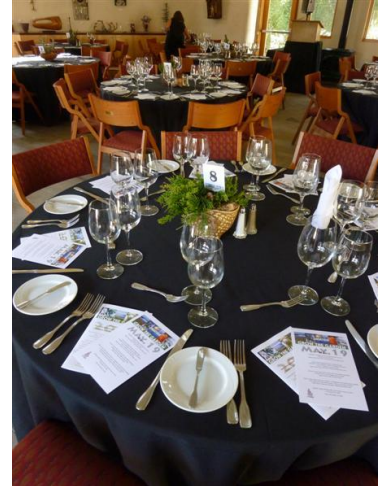


## VOLUNTEER OPPORTUNITY:

### Facilities Supply Manager

**LOCATION:** San Luis Obispo Botanical Garden, off Highway 1 in El Chorro Regional Park, between San Luis Obispo and Morro Bay.

**NEED:** One volunteer is needed to assist with organizing and maintaining records of facility supplies in the Oak Glen Pavilion and Commercial Kitchen.



**JOB DESCRIPTION:** The Facilities Supply Manager will be responsible for inventorying, organizing and reviewing the supplies in the Oak Glen Pavilion, including linens, kitchen equipment, tables and chairs, etc. on a monthly basis or after major rentals or events. Recommendations for removal or addition of supplies will also be anticipated. Hours vary.

#### **DUTIES AND RESPONSIBILITIES:**

- Conduct a preliminary review and develop an inventory database of all supplies in the Oak Glen Pavilion and the Commercial Kitchen
- Make suggestions for storage techniques, excess supplies to be removed, and supplies that should be purchased
- Inventory all supplies on a monthly (or bi-monthly) basis or after major rentals of SLOBG events
- Assist with general maintenance of the Oak Glen Pavilion

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Must be organized and enjoy organizing
- Comfortable with counting and maintaining records
- Able to utilize a database program such as Excel

**TRAINING:** An introduction to the Oak Glen Pavilion and the Commercial Kitchen, as well as a general orientation to the garden and its mission, will be provided.

**COMMENTS:** The Oak Glen Pavilion is a multi-use facility and rental space. An accurate record of supplies before and after events helps to prevent loss and control costs.

**For more information contact the Director of Volunteers at  
805.541.1400x305 or [volunteer@slobg.org](mailto:volunteer@slobg.org).**