

Full -Time Animal Care Technician

Job Title: Animal Care Technician

Reports To: Shelter Management

Summary: To perform all the necessary functions in maintaining the shelter in a thoroughly clean and sanitary manner. To ensure that all sheltered animals are provided the best possible care and attention.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provide humane care for all animals in the Society's care
- Clean and disinfect all animal areas as necessary to maintain a safe and sanitary environment
- Feed and ensure water is available at all times for all animals
- Unload, store and restock Animal Care Department supplies
- Perform light maintenance and other janitorial duties
- Assist in the training of new staff and volunteers
- Provide assistance to other departments as assigned
- Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization and improve the quality of life for animals

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

None required, but experience in a veterinary or animal shelter setting is helpful.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization. Good oral and written communication skills

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills (data entry). Any experience with Pet Point software would be helpful.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals. The noise level in the work environment is usually loud.