

JOB DESCRIPTION

Title: Animal Shelter Daily Hired (or Contracted) Help

Date: 04/19/2017

General Function: Under the direction of the Animal Shelter Manager, this position is the person who is responsible for the daily cleaning and operation of the shelter.

Principal Duties and Activities:

1. Clean all areas of the shelter.
 - a. Dog and cat kennels/cages must be cleaned and disinfected daily, more often if necessary, and bleached as needed.
 - b. Outside dog kennels need to be checked often when dogs are out and remove any feces seen.
 - c. Floors must be swept daily and washed twice weekly, more often if necessary.
 - d. All areas must be dusted as needed and cleaned of cobwebs.
 - e. Run washing machine when full.
 - f. Dry laundry, fold, and put away.
 - g. Wash all dirty bowls and litter boxes daily.
 - h. Empty all waste baskets daily and for Wednesday dumpster pickup.
 - i. Bathroom to be cleaned weekly, more often if necessary.
2. Feed and water all shelter animals.
 - a. Food dishes must be clean.
 - b. Food must be fresh and old food discarded.
 - c. Replenish food and water if necessary.
3. Exercise all shelter animals.
 - a. Walk dogs daily.
 - b. Cats are to exercise in their play room or in the office area minimum of twice/week.
4. Keep all food and litter containers clean and filled.
5. Process all shelter forms regarding the intake/outtake of animals.
6. Answer phones, take messages, and help all customers in a courteous manner.
7. Process all incoming and outgoing animals.
8. Assist with euthanasia.
9. Maintain the grounds of the shelter.
 - a. Mow grass.
 - b. Remove any feces found.
 - c. Shovel snow.
 - d. Remove any debris or litter.
10. Train volunteers/community service workers on cleaning duties.
11. Help with special projects at the shelter.
12. Share on-call duties including law enforcement calls and stray pick up (see On-Call Job Description for details)
13. Do any other task requested by shelter manager.

Qualifications:

1. Have genuine concern, compassion, understanding, and respect for all animals.
2. Ability to obtain a general knowledge of animal health and ordinances.
3. Ability to keep accurate records and make clear and concise written and oral reports.
4. Ability to process computer records.
5. Ability to work inside and outside in all weather conditions.
6. Ability to work with the public in a polite and friendly manner at all times.
7. General working knowledge of equipment and software needed to perform essential duties.

Desirable Knowledge and Abilities:

1. Effective public relation skills.
2. Work or volunteer experience involving the care, protection, or treatment of animals.

Training and Experience Requirements:

1. Graduation from High School or GED equivalent.

Other Requirements:

1. Possession of good physical health.
2. Compliance with the professional conduct standards of the Animal Control Board.

Physical Requirements:

1. Must be able to kneel (5%), lift up to 50# (15%), stand (50%), sit (25%), and bend (5%).

I have read this document and understand what my duties are:

_____ Date: _____