



Job Description

Animal Care Technician P/T

Description

Must work well as part of a team and serve as role model for volunteers.

Job Title:	Animal Care Technician
Reports To:	Shelter Administrator
FLSA Status:	Non-Exempt
Typical Schedule:	Part-time, approximately 25-30 hours per week. Schedule will include weekend/holiday work. Typically: 8:00-3:30, Wednesday-Saturday. Occasional juggling of hours to accommodate vet drop-offs and pickups.
Salary:	\$15.00 per hour to start.

General Summary

The Animal Care Technician position's primary responsibility is to provide sanitary living conditions for all animals housed at the Calaveras Humane Society. This position consists of cleaning, maintaining sanitary animal housing, and ensuring the health and welfare of all the animals in the care of the Calaveras Humane Society.

The successful candidate will be a detail-oriented and motivated individual who enjoys working with all species of animals. Individuals in this classification represent Calaveras Humane Society philosophies and procedures to both volunteers and external customers and are expected to maintain a positive and compassionate environment for all humans and animals at the Calaveras Humane Society.

Essential Job Functions

1. Cleans and disinfects animal cages, hallways, floors, walls, and isolation/quarantine areas throughout the shelter.
2. Responsible for feeding, watering, and walking shelter animals daily.

3. Responsible for daily and periodic checks regarding animal health, safety, cleanliness and overall well-being and reporting any significant problems immediately to his/her supervisor.
4. Accurately recognize and interpret body language in multiple species of animals, and be comfortable handling different species that may, on occasion, become fractious.
5. Maintaining the laundry and cleaning of dishes throughout the shelter.
6. Communicate to the Shelter Administrator any changes in behavior, medication, health, etc. of all animals.
7. Occasionally transport animals to and from veterinary appointments, and pick up animals for transfer from other shelters in Northern California (mileage will be reimbursed at the standard IRS nonprofit rate, OR a vehicle will be provided).
8. Clean and maintain the "human" areas of the building, including but not limited to: restrooms, hallways, offices, lobby, etc.
9. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules, and must be willing to report safety violations and potential safety violations to appropriate management personnel.

Additional Duties and responsibilities

1. Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
2. Must be punctual and maintain regular, predictable attendance.
3. Will be asked to attend monthly meetings and attend continuing education training sessions.
4. Commitment to continued education and expansion of knowledge throughout the organization.

Requirements

Knowledge, Skills, and Abilities

1. Basic animal care knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms, and handling techniques.
2. Ability to handle strong, energetic large dogs.
3. Ability to read and comprehend instructions, short correspondence, and memos.
4. Basic computer skills using standard office programs such as Word or similar programs.
5. Ability to effectively present information in one on one and small group situations to other employees of the organization.
6. Valid California Driver's license with a clean driving record for at least one year before first day of employment. Vehicle insurance required.

Education and Experience

High school graduate or GED equivalent.

Physical Requirements

- Any allergic condition that would be aggravated by exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, may be a disqualification.
- Must stand, walk, bend and frequently stoop to perform duties. Have the ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing up to 40 pounds alone or up to 100 pounds with the help of fellow employees for short distances.
- At times must chase or run after animals that have escaped confinement.

Working Conditions

- You may be exposed to hostile or abusive members of the public. Must be able to deal with an often emotion-charged public and carry a fast-paced and changing workload which at times can be stressful.
- By nature of the industry, there may be occasional exposure to dead, injured, sick, unruly, vicious, and dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be available and willing to work weekends, holidays, approved overtime, and attend mandatory training and meetings as the employer determines are necessary or desirable to meet its business needs.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Either employer or employee may terminate the employment relationship at any time with or without notice and with or without cause.