HSSTT Animal Care Staff Position

Job Summary

Employee will dedicate their time and career in helping animals while in our care waiting for a second lease on a new life. Some have been abused, abandoned and neglected and we need compassionate patient and understanding caregivers.

Department: Shelter/Operations

Job Relationships: Reports directly to Shelter Manager

Work Conditions:

HSSTT is a smoke-free environment. Smoking is not permitted in any building facility or vehicle. HSSTT is also a Drug-Free Workplace, employees are subject to random drug testing from time to time.

Duties and Responsibilities:

Companion Animal Care

- Provides adequate food and water to companion animals daily following established guidelines
- Cleans and disinfects companion kennels and cages daily
- Reports companion animal health or temperament abnormalities to supervisor
- Ensures that kennel environment is safe for animals and people
- Walking and exercising older puppies min 2 x daily and makes sure that all puppies have outdoor time in playgroups and/or cat enrichment
- Guiding/assisting volunteers on a daily basis
- Advocating for each companion animal and promoting them to each visitor
- Report improper handling of companion animals to supervisor
- Ensuring that all companion animals in our care have a safe and enriching environment
- Other duties as assigned

Cleaning and Kennel/Shelter Maintenance

- Distributes clean product and supplies throughout shelter (washing dishes etc.)
- Operates laundry machines and organizes laundry used in shelter; distributes bedding throughout shelter
- Cleans cages, and animal items/equipment
- Restocks animal areas with supplies and equipment; maintains clean and well stocked work space.
- Janitorial duties as needed
- Performs special projects as assigned by Managers

- Provides quality service to clients, volunteers, and colleagues recognizing their individual contributions to the success of our organization.
- Represents HSSTT in a professional and courteous manner at all times.

Safety

- Follows all safety guidelines to ensure a safe work environment.
- Takes immediate action to address any safety concerns or noncompliance of safety rules that could put an employee, volunteer, clients, animal, or the organization at risk.
- Will be responsible and respectful of all personal protective equipment (PPE)

Knowledge, Skills, and Abilities

- A highly motivated, out-going, polite individual. A team player, able to work in a fast-paced environment and handle several tasks at once. Knowledge of animal breeds and behavior helpful. No allergies to animals. Sincere interest in animal welfare and the mission of the HSSTT.
- Work is performed in a kennel/shelter setting. Exposure to disinfectant solutions when in kennel area. Subject to animal bites and scratches while handling animasl of questionable temperament. Occasional lifting of up to 50 pounds with reasonable accommodations. Standing on feet up to 10 hours per day with walking, bending, squatting, lifting. Ability to handle/walk dogs in excess of 100lbs
- Physically able to perform strenuous manual labor outdoors in extreme heat and cold.
- In addition to the duties listed above, the following is expected of each employee: to adhere to the HSSTT policies and procedures; to work in a safe manner; to act as a role model; to perform duties as the workload necessitates; to maintain a positive and respectful attitude; to communicate regularly with supervisor about department issues; to demonstrates efficient time management and prioritize workload; to report to work on time, prepared to perform the duties of the position; to meet department productivity standards and complete additional duties as assigned.

QUALIFICATIONS

The following is not intended to be a comprehensive list of the essential functions of this position, but rather a general description of some of the requirements necessary to carry out the duties and responsibilities of this position.

- Must be at least 18 years of age. Some animal handling experience preferred. Dog & cat familiarity highly desirable.
- WEEKENDS REQUIRED
- Must have good verbal and written communication, customer service, and prioritization skills. Must be detail oriented and organized.
- Able to work and participate in both a team and self-directed environment. Must be able to work closely with animals (dog, cat) hair/dander.
- Experience with dogs and cats preferred. Employee must demonstrate ability to work effectively with others (including co-workers, customers, and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and addressing problems and issues constructively to find mutually acceptable and practical business solutions.
- Employee must demonstrate regular and consistent attendance and punctuality.

Physical Requirement of the Position Though work assignments may vary from day to day, this position typically requires: bending, stooping, twisting, crouching, carrying and/or pulling up to 50 lbs.; lifting and/or pushing up to 100 lbs.; reaching above, at and below shoulder level; standing and/or

walking continuously; sitting rarely; typing rarely; writing frequently; talking and hearing continuously; and exposure to animal waste, water and disinfectant continuously. A more detailed analysis of the physical requirements is available during interview. Standing on feet up to 9 hours per day with walking, bending, squatting, lifting. Ability to handle/walk dogs in excess of 100 lb. Physically able to perform strenuous manual labor outdoors in extreme heat.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive of the duties I will be required to perform.

Signature_____Date_____