

LEE COUNTY HUMANE SOCIETY

JOB DESCRIPTION

TITLE: Animal Caretaker
REPORTS TO: Shelter Director, Kennel Manager and Health and Behavior Coordinator
FSLA DESIGNATION: Non-Exempt
ADOPTION DATE: April 01, 2017

GENERAL JOB DESCRIPTION:

The Animal Caretaker is responsible for the daily cleaning and feeding of animal housing areas. S/he is to provide safe and humane treatment to all animals, performs technical and routine animal care and related duties, and provide excellent customer service.

QUALIFICATIONS:

- Basic knowledge and understanding of animal welfare and behavior
- Proficiency in computer software relevant to this job description such as Pet Point, Word, Excel, etc.
- Knowledge of proper animal handling.

DUTIES:

- Perform routine cleaning tasks associated with the animal housing area they are assigned.
- Carry out proper feeding and watering of all animals
- Follow all procedures and protocols for cleaning as set by all managers.
- Perform daily evaluations of animal health and report all concerns manager on duty.
- Carry out any assigned duties from the Kennel Manager.
- Assist with any cleaning of the facilities and grounds.
- Provide excellent customer service and phone etiquette to all individuals.
- Assist with behavior assessments with other pets.
- Other task as assigned.
- Maintain and safe and friendly work environment.

BASIC ABILITIES/PERSONAL QUALITIES REQUIRED TO SUCCESSFULLY PERFORM THIS JOB:

- A love of animals and people.
- Ability to read and write English.
- Ability to lift 50 pounds.
- Knowledge of the safe and humane use of animal handling equipment.
- Desire to learn what you don't already know and be open to new ideas.

APPROVALS

Shelter Director: _____ Date: _____

This job description replaces the job description dated: _____