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POSITION DESCRIPTION ANIMAL CARE TECHNICIAN

JOB SUMMARY

Responsible for daily cleaning, feeding, and provision of any medical treatments to the animals in our care. Employees will also be expected to assist staff and the public with handling animals, and keep the shelter clean.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE

Animal Care

- Ensure that all animal areas are clean, sanitary, and comfortable
- Feed, water, and groom animals on a daily basis, while monitoring the physical condition and behavior of each animal
- Provide affection and socialization to all animals on a regular basis, in addition to rotating dogs outside a minimum of 2 times daily
- Work with volunteers as needed when cleaning/ disinfecting of animal areas
- Complete temperament testing of animals as needed
- Assist the public with the selection/viewing of animals for adoption
- Provide further enrichment by making play groups within the dog and cat area for socialization
- Rotate cat videos for feline stimulation as available
- Ensure proper enrichment protocol is followed for all animals, which includes passing out toys and or chew sticks for all animals daily, and or rotating toys as needed, for the animals enjoyment

Administrative

- Ensure that paperwork and records are maintained accurately and that Petpoint information is updated
- Complete animal adoption with paperwork, includes files and in pet point and gift bag
- Complete intake door training, which includes handling the public trying to re-home animals/ found animals and adding animals to the waiting list.
- Develop a basic working knowledge of the SPCA's procedures, guidelines, and protocols for the safe handling of animals
- Staff will be provided with trainings throughout each year. Training fees (when they apply) will always be covered by the SPCA. Training subjects include but are not limited to: animal handling/medical care/shelter software (Pet Point)/animal behavior/Best cleaning practices
- Communicate regularly with supervisors and coworkers to ensure that they are aware of any issues pertinent to their areas of responsibility
- Participate in staff meetings to share ideas and suggestions for improving animal care and the quality of the organization as a whole

WORKING CONDITIONS

- Indoors in a high noise, air-conditioned/heated building, outdoors at shelter, or on-location for various activities
- Use of various, laser printer, copy machine, fax machine, telephone, power washer, industrial laundry machine, dryer, and cleaning supplies.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS

- Regular exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches
- The employee must frequently lift and/or move up to 50 pounds
- The employee must frequently bend, grip and be flexible to do so
- Ability to work around pet dander, dust and other allergens without issue. Regularly required to stand and walk
- Strong data entry skills and the ability to maintain accurate records in Petpoint
- Requires working alone or with minimal supervision – must be self-motivated
- Requires patience and tact when working with difficult, emotional, or angry people
- Requires treating people and animals in a pleasant, courteous and professional manner
- Adherence to the SPCA's policies and philosophies
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

DRESS CODE

Full-set scrubs are required - which means scrub tops and scrub bottoms - with closed-toe shoes 100% of the time. During special events jeans and an SPCA logo t-shirt may be appropriate.

COMPENSATION & BENEFITS

- This is a part-time, hourly, non-exempt position with opportunity for career advancement if desired, and annual performance-based promotions.
- After a 90-day probationary period, the employee will become eligible for paid time off, paid birthday leave, low- or no-cost adoptions, and discounted shopping in the SPCA's boutique. Other benefits are detailed in the Employee Handbook.