

Animal Caregiver Job Description

Job Title

Animal Caregiver Level 1

Supervisor

Animal Care Supervisor

Vision

The Woods Humane Society staff thrives on bestowing all patrons with top-notch customer service, all animals with the best possible care our resources permit; to approach each and every animal and person with compassion and understanding; to perform daily in an effective and efficient manner and to provide a pleasurable work environment rich in practical learning and team work.

Knowledge/Skill Qualifications

A genuine interest in animals and their well-being.

Working Environment

Possible exposure to infectious organisms, animal waste, allergens, chemical materials requiring OSHA Material Safety Data sheets and potential hostile persons and/or vicious animals.

Schedule (Subject To Change)

Willingness to work weekends and holidays.

Physical Requirements

Ability to lift and carry 50 pounds for 100 feet; bend and reach; control large dogs on a leash; work with a variety of cleaning agents; work in an environment with daily changes in climate.

Primary Responsibilities

Kennel & Cattery Areas

- Assist in the performance of the daily kennel and/or cattery routines

- Perform daily sanitation of the kennels and cattery areas according to Woods Humane Society policies and procedures
- Assure all animals are cared for regarding food, water, daily exercise and appropriate living conditions
- Monitor the health of animals
- Carry out implemented behavior and kennel enrichment programs

Animal Brought-in & Adoptions

- Provide general information to visiting patrons
- Provide overall basic customer relations

Woods Humane Society General Guidelines

- Maintain a neat and well groomed personal appearance
- Assist in maintaining overall facility cleaning standards
- Attend quarterly all-staff meetings
- Attend monthly Operations staff meetings
- Carry out other duties as assigned by the Animal Care Supervisor and/or the Director of Shelter Operations

Secondary Responsibilities

To provide support for the Animal Care Supervisor and the Director of Shelter Operations in the following areas:

Animal Brought-in & Adoption

- Assist in conducting behavior assessments and health screenings on incoming animals, to include the decision making process of approval or denial for acceptance into the adoption program
- Carry out other duties as assigned by the Animal Care Supervisor and/or the Director of Shelter Operations

A look around the successful shelter finds everything going smoothly: an adoption counselor is speaking with an older couple about an 8-year-old dog, a veterinary technician is deworming kittens, the volunteer manager is conducting a monthly orientation, and a kennel technician is escorting a visitor through the stray area to search for his cat.

Chances are, it's what's already been done behind the scenes that has ensured the organization's resemblance to a well-oiled machine. Only when employees have a clear understanding of their responsibilities and their place in the staff hierarchy can they perform well and enjoy their jobs. Even at tiny shelters—where employees often find themselves doing a little bit of everything—thorough job descriptions and standard operating procedures that correspond with them are necessary for effective operations.

This comprehensive job description for "Animal Caregiver Level 1" at Woods Humane Society in San Luis Obispo, California, spells out the organization's vision, provides pertinent details about the position, and lists the duties required of the employee.