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## **PART -TIME ANIMAL CARETAKER**

### **JOB PURPOSE:**

Performs responsible semiskilled work in the care of animals at the animal shelter; does related work as required. Work is performed under the supervision of the Animal Shelter Manager.

### **ESSENTIAL FUNCTIONS/TASKS PERFORMED:**

**Receives, processes and adopts animals; feeds and cares for animals; cleans and maintains the kennel; administers drugs; prepares and maintains records and files.**

- Provides animal care regarding food, water, daily exercise, enrichment and appropriate living conditions;
- Cleans kennels and office area;
- Performs intake of animals on arrival at shelter and observes animals to discover any problems or changes in health, behavior or condition;
- Inputs and retrieves information on the computer and website, such as, records on dogs and cats, citizen inquiries and concerns, and shelter information;
- Segregates animals to specific shelter locations;
- Performs work in the general maintenance and care of the entire facility;
- Makes minor repairs to equipment;
- Assists with administering drugs to animals under the direction of a veterinarian;
- Washes and removes external parasites from animals;
- Demonstrates safe practices when handling animals related to bite cases or dangerous court cases;
- Maintains necessary forms and records on animals;
- Researches and investigates the prospects of foster and rescue organizations;
- Communicates with the general public and attends public events and civic organization meetings concerning adoption, release, redemption of animals and education on spay/neuter;
- Performs euthanasia of animals;
- Performs related tasks as required.

### **EMPLOYMENT STANDARDS:**

#### **EDUCATION EXPERIENCE AND TRAINING:**

Any combination of education and experience equivalent to graduation from high school and some experience in the operation of an animal shelter.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the care and feeding of small and large domesticated animals and necessary safety precautions; some knowledge of animal breeds; some knowledge of common animal diseases. Ability to work weekends and holidays. Ability to handle animals safely; ability to carry out oral and written directions. Knowledge of computers to input data and generate reports. Ability to establish and maintain effective working relationships with associates and the general public; ability to communicate effectively both orally and in writing in a highly inter-active team oriented work environment.

#### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of appropriate training and certification in euthanasia.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and atmospheric conditions.