



Animal Caretaker: Job Description

Wages:

Starting wage \$9.25/hour, 12-40 hours a week

Schedule:

Various shifts: Sunday – Saturday between the hours of 8am-7pm, including holidays.
May also be required to be on call for 24/7 emergency services.

Benefits:

After 1 year of service: 1 week paid vacation
After 2 years of service: 2 weeks paid vacation
7 paid Holidays a year, if the Holiday falls on normal scheduled work days
No health benefits provided

Summary:

Animal Caretakers are primarily responsible for the daily husbandry needs of shelter animals. Feeding, cleaning, administering medication and exercising the animals. Animal Caretakers work closely with the Adoption Counselors, assisting with processing animal intakes and outcomes. This process includes administering vaccines and medication to animals, data entry into the shelter software system, and evaluating the animals overall condition. Animal Caretakers also assist with adoptions, receiving physical donations and general facility maintenance and cleaning.

Qualifications:

High School diploma (18 years of age or older)
Computer experience
Have reliable transportation
Able to lift at least 45 pounds
Good oral communication and interpersonal skills necessary for customer service
General canine and feline behavior knowledge required
Ability to recognize common canine and feline breeds and color patterns
Familiarity with veterinary procedures (vaccines, neutering)
Must be able to handle the emotional aspect of working an animal shelter environment, including euthanasia
Must be able to pass a background check and drug test

Duties and Responsibilities:

Animal Caretakers are responsible for daily cleaning, feeding, and administering of medication to shelter animals. Process laundry, wash pet dishes, and disinfect animal housing areas. Animal handling skills required to process incoming animals and adopted animals including holding animals for exams, performing blood draws, vaccinations, and administering medications. Assist with euthanasia and/or performing euthanasia if certified. Conduct behavior assessments for adoption eligibility. Answer general inquiries about AWL or refer individuals to team members who can answer question. Assist with general shelter cleanliness including dusting, mopping floors, laundry needs and spot cleaning. Assist with processing incoming donations and supplies (including going offsite to pick up donations). Be available when scheduled for 24/7 emergency response service, transporting sick or injured stray domestic animals to the shelter or to a veterinarian following company policy and procedure. Cooperate with other team members to maintain the highest quality of service for the animals and the public. Foster a positive team attitude with attention to detail. Possess proper customer service skills and phone etiquette.

This list is not meant to be all inclusive and additional duties may be assigned and required for this position.