**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 envioroment.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_