

Position Title: Cleaner/Animal Care

Supervisor: Kennel Manager

Position Summary: Perform a wide range of duties to ensure the SQSPCA animals are well cared for and facilities are clean, disinfected, and tidy.

Hourly Pay Range: \$15.50-\$17.50 depending on experience.

Required Skills: Animal attendant/cleaners must have strong interpersonal and communication skills due to the fast-paced and ever-changing work environment. Attendants must be proactive and have the ability to work independently. Knowledge of health and safety standards and the ability to safely handle cleaning chemicals is critical. Computer skills required for updating electronic animal files.

Essential Duties and Responsibilities:

1. Clean/sanitize litter boxes, cat cages, and community cat rooms and re-set.
2. Clean/sanitize and re-set dog kennels.
3. Take dogs out at least twice per day.
4. Ensure cats have time outside of their cage or community room.
5. Dust, sweep, vacuum, mop and disinfect shelter interior.
6. Clean windows.
7. Collect and take out trash.
8. Refill supplies.
9. Adhere to effective disease control practices.
10. Report medical and behavioral concerns about animals in our care to the Kennel Manager.
11. Provide all animals with a minimum of twenty minutes of enrichment per day.
12. Communicate behavior and other relevant animal traits to shelter staff and update PetPoint profiles.
13. Ensure electronic animal files including memos and cage cards are up-to-date.
14. Assist with volunteer oversight and guidance.
15. Assist with front line adoption counseling.

Other Duties:

1. Carry out other duties as assigned by Animal Care Supervisor.
2. Attend and participate in staff meetings.
3. Adhere to new SQSPCA policies and procedures and the SQSPCA Employee Handbook.
4. Report any on-the-job injuries to the Shelter Manager before the end of the work shift on the day the injury occurs.
5. Practice safety in working around and with equipment, chemicals, tools, and utensils.
6. Provide prompt response to resident and physical plant emergencies.
7. Establish and maintain constructive working relationships with co-workers, residents, volunteers, and visitors.
8. Maintain confidentiality of verbal and written information pertaining to SQPCA operations and personnel.

9. Treat staff and shelter visitors with fairness and respect.
10. Promote the SQSPCA in a positive way.
11. Follow and communicate detailed instructions, asking questions if you are unsure of something.
12. Reporting to work under the influence of mood-altering or illegal drugs or alcohol and use of same while on job premises is strictly prohibited.

Other Requirements:

1. Lifting, carrying, pushing or pulling up to 50 lbs. using proper body mechanics and/or available equipment.
2. Bending, squatting or reaching in order to perform animal care tasks.
3. Occasional standing on ladder or step stool to clean in order to treat animals in cage banks.
4. Repetitive arm/hand/wrist movements and arm strength to perform animal treatments.
5. Able to safely drive in inclement weather.
6. Safe and proper operation of animal care and office equipment.
7. A clean driver's license is required for this position.
8. Occasional flexibility in hours worked.