

Job Post

Job Title: **Animal Caretaker (Level 1) PART-TIME**

Department: **Animal Care**

Reports To: **Adoption Center Manager & Assistant Manager**

FLSA Status: **Non-Exempt**

Salary: **Union Position/Hourly**

DHA is currently hiring for a Part-time Animal Caretaker Position. Some weekend/evening shifts will be required. Candidates should not have a fear or dislike of cats or dogs since they will be handling both, and should be prepared for physically demanding work, including the ability to lift up to 50 pounds. We are looking for people who genuinely care about all animals and people, and will be committed to providing exceptional care to our resident animals.

Provides for the general care and maintenance of shelter animals. This encompasses providing necessary services for humane feeding, watering, and caring for animals on the campus, as well as performing related work in maintaining and operating the kennels in a sanitary and efficient manner. The employee will take a written test based on basic cleaning and animal care and must score an 80% or above to pass. If an employee does not pass, he/she will be given additional training and can retake the test after 30 days, or sooner if mutually agreed upon. There will be an option for oral testing/accommodations.

Duties and Responsibilities:

- Prepares food for and feeds animals regularly.
- Makes sure all animals have water at all times.
- Washes and disinfects all animal food and water bowls every day prior to feeding.
- Cleans and disinfects inside and outside of all dog kennels, walls, floors, and on all cages every day.
- Inspects all cages/kennels several times a day to ensure that any animal waste is picked up immediately.
- Ensures all litter pans are clean and kept clean throughout the day.
- Cleans and disinfects inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the day.
- Maintains a neat and orderly appearance of all kennel areas.
- Washes and disinfects all cat and dog carriers used for transport every day.
- Delivers animals to medical staff for medical procedures.
- Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Cat/Dog manager.
- Assists in cleaning, sweeping, and mopping all areas of the facility.
- Stocks food items and assists in the transfer of donated food to the proper areas.
- Washes blankets, towels, and rags used in the cleaning and housing of the animals and the facility.
- Ensures cage cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location.
- Assists customers, volunteers, and other staff with any assistance they may need regarding any animal.
- Performs any other duties as assigned by the Adoption Center Manager and Assistant Manager