

Bay Area Humane Society

Position Description

Title: Part-Time Animal Care

Reports To: Shelter Manager

General Summary: Maintain clean and sanitary conditions in the kennels and other animal holding areas of the shelter as per BAHS protocol. Provide food, water, toys, bedding and kennel set up for shelter animals as scheduled. Ability to assist customers in a pleasant manner handling animals and providing shelter information. Perform all other work as assigned. These duties will be performed with a professional and pleasant manner.

Responsibilities:

- * Ensure the well-being and humane treatment of all animals
- * Observe shelter animals for health and behavior. Report any concerns to the clinic or supervisor in charge
- * Feed, water, and care for shelter animals according to BAHS policy
- * Keep all animal holding areas clean and sanitary including dog yards and grounds (indoor and outdoor) free from feces at all times
- * Clean and disinfect assigned cleaning areas according to BAHS policy
- * Assist visitors as requested and promote BAHS in a professional and supportive manner
- * Set up cleaning areas with adequate amount of supplies and ready for the next person to use
- * Continually rotate dogs throughout the day and keep dog walking board updated
- * Assist moving animals to adoption per BAHS policy
- * Vaccinate, deworm, and medicate animals according to BAHS policy
- * Assist the check in process for out of state dog transports
- * Learn BAHS' computer software, PetPoint
- * Perform dog/dog interactions with customers, *additional training will be provided*
- * Complete the daily evening closing check list in a timely manner prior to the end of the shift

Working Conditions:

- * Indoors in a high noise air-conditioned/heated building, outdoors at shelter or on-location for various activities

Work hours:

- o Work hours will vary

- Evening, weekend, and holiday hours will be required

Mental, Physical, and Communication Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- * Regular exposure to animals, cleaning chemicals, fumes, dust, animal feces, bites, scratches
- * The employee must lift and / or move up to 75 pounds
- * Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- * Regularly required to sit, talk, and hear
- * Regularly required to stand and walk
- * Regularly required to use hands and fingers to handle, and reach with hands and arms
- * Requires working alone or with minimal supervision. Must be self-motivated
- * Requires ability to multi-task in a high stress, fast paced environment
- * Requires patience and tact when working with difficult, emotional, or angry people
- * Requires speaking and writing effectively and clearly in a professional manner
- * Requires clear verbal communication over the telephone and intercom systems to internal and external individuals
- * Requires treating people and animals in a pleasant, courteous and professional manner
- * Requires ability to work in a team environment

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. They are not to be constructed as an exhaustive list of all job duties performed by personnel so classified. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.