



Animal Care Technician *Job Description*

Job Classification: Non-exempt; Full-time or Part-time

Work Schedule: As negotiated

Reporting Relationship: Admissions Manager

Primary Accountability:

The Animal Care Technician is responsible for maintenance of the kennels and basic care of the animals sheltered at HHHS. The position is responsible for providing appropriate kennel conditions by cleaning and disinfecting the kennels and providing adequate bedding dependent on the animals. The position also performs duties including feeding and watering the animals, reporting animal behavior or health concerns, and basic everyday maintenance including laundry and removal of trash.

Major Duties:

- Clean and disinfect kennels using appropriate tools and chemicals in a manner that reflects HHHS' commitment to a healthy environment and ensure this level of cleanliness is maintained throughout the day.
- Provide basic care, food and water to animals as directed by feeding schedules and measurement guidelines.
- Provide and manage appropriate living conditions consisting of blankets, kuranda beds or some other form of bedding for each animal in a kennel as advised by supervisor.
- Sanitize and clean all toilets located in each kennel room
- Wash and dry all dishes/bowls; put all clean dishes away in designated cabinets or locations
- Communicate any concerns or changes in animal behavior or health in a timely manner to coworkers, supervisors or other departments.
- Assist and ensure laundry is washed, dried, folded and placed in its appropriate location on a daily basis.
- Remove all trash from the kennels and place it in appropriate waste management bin on a daily basis.
- Other projects and responsibilities may be added at the organization's discretion.

Qualifications:

- High School diploma or equivalent required.
- Ability to work both independently and in a team environment.
- Ability to communicate effectively, both orally and in writing with staff.
- Ability to work efficiently with attention to details and quality of work produced.
- Ability to exercise good judgment in setting priorities and organization of work load.
- Ability to analyze information and use logic to address work-related issues and problems.



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Physical Demands:

- Ability to safely push, pull and lift up to 25 pounds.
- Ability to operate power equipment.
- Ability to work at heights utilizing ladders, scaffolding and power lifts.

Work Environment:

- Interaction with staff and customers.
- Potential exposure to parasites and infectious diseases that may be carried and transmitted by animals.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date