



REBA'S

Position: Animal Caretaker

Reports to: Kennel Manager

Schedule: Sunday- Wednesday
8:00 am-5:00/6:00 pm
Full-time

Flexibility to work holidays and occasional evenings as required

Compensation: \$20.00/hour

Job Summary

An Animal Caretaker works in the Adoption Center/shelter. Their role revolves around ensuring the well-being of animals by providing essential care, maintaining a clean and safe environment, and supporting the overall functioning of the facility. Animal Caretakers contribute to creating a nurturing space for animals, offering them comfort and attention while assisting in the daily operations of the facility.

Job Duties and Responsibilities

- **Animal Care:** Provide daily care for animals, including feeding, providing fresh water, and ensuring they have clean and comfortable living spaces.
- **Cleaning and Sanitizing:** Maintain the cleanliness of kennel enclosures, including regular cleaning, disinfecting, and sanitizing to prevent the spread of diseases and ensure a hygienic environment.
- **Monitoring Health:** Observe animals for signs of illness, injury, or behavioral changes, and report any concerns to veterinary staff or supervisors.
- **Exercise and Enrichment:** Engage animals in physical activities and provide enrichment opportunities to promote mental and physical well-being.
- **Administering Medications:** Administer medications as directed by veterinary staff, following proper procedures and ensuring accurate dosage.
- **Assisting with Veterinary Procedures:** Support veterinary procedures by preparing examination rooms, assisting with the handling and restraint of animals, and ensuring the smooth flow of operations.
- **Bathing and Grooming:** Maintain an animal's health and hygiene by preventing skin issues, reducing shedding, and ensuring overall comfort and well-being.

- Behavior Assessment/Training: Evaluate and address behavioral issues in animals, developing and implementing training plans to improve their behavior and quality of life.
- Record-Keeping: Maintain accurate records of animal care, including feeding schedules, medications administered, and any observed health or behavioral changes.
- Customer Interaction: Interact with adopters, providing information about the animals, their care, and adoption processes.
- Animal Interactions/Introductions: Facilitate safe and positive interactions between animals and people or other animals to promote socialization, reduce stress, and prevent conflicts.
- Shelter Database: Maintain and update records of animals, adoptions, and staff interaction(s) to ensure accurate and efficient management of shelter operations
- Animal Promotion: Create and implement strategies to raise awareness and increase visibility of adoptable animals, enhancing their chances of finding permanent homes
- Volunteer Collaboration: Manage and support volunteer efforts, ensuring effective communication and teamwork to enhance the overall operation and impact of the organization
- Humane Education Programs: Provide support as needed, including animal transport/handling, and children activities.
- Outreach and Fundraising Events: Provide support as needed, including set-up, break-down, animal transport/handling, registration, merchandise sales and guest interaction responsibilities.
- Facility Maintenance: Assist in general facility maintenance tasks, such as cleaning common areas, organizing supplies, and ensuring a safe and welcoming environment.
- Compliance with Regulations: Adhere to relevant regulations and guidelines governing animal care and welfare, ensuring that all practices align with ethical and legal standards.
- Animal Transportation: Safely handle and transport animals within the facility, to and from veterinary appointments, or during adoption processes.
- Emergency Response: Be prepared to respond to emergencies, including evacuations or the provision of first aid to animals if necessary.

Education, Experience, and Job Fit Requirements

- High School Diploma, associate or bachelor's degrees
- Studies in biology, business administration, psychology or animal-related fields can provide a solid foundation for this role.

- Valid driver's license.
- Animal handling and restraint: must be able to safely and humanely handle and restrain dogs and cats for various purposes, such as medical procedures or grooming.
- Knowledge of animal behavior: must understand animal behavior and be able to identify signs of stress or illness.
- Basic knowledge of animal care: must have a basic understanding of the needs of different types of animals, including their diet, grooming, and exercise requirements.
- Basic medical knowledge: should have a basic understanding of animal anatomy and be able to identify and report any health issues. They may also be required to administer medications as directed.
- Time management and organization: must be able to manage their time effectively and stay organized to meet the needs of the animals in their care.
- Physical stamina and strength: may be required to lift and move heavy objects, stand for long periods, and perform tasks requiring manual dexterity.
- Communication skills: should be able to communicate effectively with clients, supervisors, and other staff members.
- Customer service skills: should be able to provide excellent customer service and handle inquiries and concerns from guests in a professional and friendly manner.
- Ability to be flexible, proactive and actively participate in training and educational opportunities.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong analytical, problem solving and reasoning ability.
- Ability to take direction, follow instructions accurately and accept constructive criticism.
- Must work well in a team centered environment.

Animal Caretaker Work Environment

The workplace of an Animal Caretaker typically revolves around the Adoption Center/shelter. In these settings the Animal Caretaker plays a vital role in the daily care and well-being of animals under their supervision. The environment is often dynamic and fast-paced, with a focus on providing compassionate care to animals and maintaining a clean and safe facility. Animal Caretakers often work full-time and may have irregular hours, as they may be required to work evenings, weekends, and holidays. They may also be required to work in an outdoor environment and may be exposed to extreme temperatures and weather conditions.

Animal Caretakers are responsible for a variety of duties related to the care and comfort of animals. This includes feeding and watering animals according to their dietary needs, administering medications or treatments as prescribed by veterinarians, and ensuring that animals have access to clean bedding and living quarters. Animal Caretakers also monitor the

health and behavior of animals, alerting veterinarians or supervisors to any concerns or changes in condition.

In addition to animal care duties, Animal Caretakers are responsible for maintaining the cleanliness and sanitation of the facility. This includes regularly cleaning animal enclosures, disinfecting surfaces, and laundering bedding and towels. Animal Caretakers also assist with general housekeeping tasks such as sweeping, mopping, and trash removal to ensure a clean and hygienic environment for both animals and staff.

The workplace of an Animal Caretaker may also involve interacting with prospective adopters, veterinary staff, and other members of the animal care team. Animal Caretakers may provide information to prospective adopters about their adopted pet's care routines, answer questions about behaviors and assist with introductions. Strong communication skills and a customer service-oriented attitude are important for building positive relationships.