

## **Job Description**

**Must be available weekends.**

### **POSITION SUMMARY**

Work is evaluated by periodic checks for overall effectiveness and results achieved. Written evaluations are done at the end of the initial probationary and annually thereafter on the anniversary date. Operational guidelines are set forth by the Executive Director and presented in the Employee Manual and Operating Policy Book.

### **DUTIES AND RESPONSIBILITIES**

- Adheres to the cleaning procedures and protocols for animal care, kennel maintenance, sanitation, parasite and disease control, and other animal care practices within the policies and guidelines of Blue Ridge Humane Society.
- Responsible for maintaining the animal housing areas and the shelter as a whole in a clean and sanitary condition. This includes thorough morning cleaning and disinfecting, and ongoing cleaning and maintenance throughout the day. Runs and cages are to be checked before the employees take their lunch break and before the end of their shift to be sure that the animals are clean and cared for before the staff leaves. Fresh water must be available and easily accessible to each animal at all times.
- Must maintain a humane attitude at all times towards the animals in their care. Caretakers must be knowledgeable about proper handling and restraint of animals. Teasing, neglect or any instances of animal cruelty will not be tolerated and will result in immediate dismissal.
- Responsible for close observation of animals in runs and cages throughout the day, to see that the animals are safe, healthy, and comfortable. Each animal should access to clean and dry bedding.
- Assures all animals in their care are receiving adequate physical and mental enrichment.
- Responsible for promptly notifying the supervisor when an animal shows signs of stress, injury, or illness.
- Responsible for prompt and proper receiving and kenneling of new animals brought into the animal shelter. These duties include: examining the animals and reporting injuries and abnormalities, or signs of illness to the supervisor.
- Responsible for assisting citizens in the kennel and cattery looking to adopt an animal. Our goal is to increase the adoption rate and do all we can to ensure adopted animals are well-matched with their new owners. Caretakers are expected to be courteous to the public, and give them accurate information about the animal.

- Must demonstrate a high level of attendance and punctuality as a condition of continued employment. We expect that our employees share our sense of commitment to the animals.
- Performs other duties as assigned. There is never a time at an animal shelter when all of the work is done and the animals have been given enough attention. If you do not see work to do, find your supervisor and ask.
- Must show interest and motivation towards personal development, growth and learning with regards to animal welfare. This includes attending seminars/trainings and some extra reading and preparations.
- Responsible for training new staff as needed.
- Adheres to BRHS confidentiality agreement.
- Works cooperatively with volunteers in partnership to improve quality of life for resident animals; report all concerns or issues with volunteers immediately to supervisor
- Participates in adoption and community outreach events when assigned.
- Represents Blue Ridge Humane Society at industry meeting or community initiatives when assigned.
- Represents Blue Ridge Humane Society in a professional manner at all times: in appearance, demeanor and following the behavior expectations for an ACA.

Prior work experience with animals preferred.

Must have a 3 year clean driving record.

Job Type: Part-time

Salary: \$9.00 /hour

Please answer the following questions:

- How many years of professional animal experience do you have?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- Do you have the following license or certification: Driver's License?

**Please email cover letter and resume to [gpetruzzi@blueridgehumane.org](mailto:gpetruzzi@blueridgehumane.org)**