

ANIMAL CARE SPECIALIST

GENERAL DEFINITION OF WORK:

Performs routine semi-skilled custodial and heavy manual work in the care and cleaning of animal shelter and grounds; does related work as required. Work is performed under regular supervision of the Animal Control Shelter Manager. Limited supervision is exercised over inmates and other custodians. This is a part-time position.

TYPICAL TASKS:

Paints doors, walls, windows, etc. as directed;
Clean windows;
Cleans and sterilizes food bowls, all kennel components, and sinks;
Feeds and provides water to animals as directed;
Removes old litter and cleans/sterilizes litter pans;
Sweeps, mops, and cleans all floors; waxes and uses buffers on floors as needed;
Cleans rugs as appropriate;
Empties trash and ashtrays;
Loads and unloads cleaning and polishing equipment and materials;
Cleans and restocks restrooms;
Washes blinds; dusts furnishings; periodically cleans windows;
Tends surrounding walks and grounds for litter and waste control;
Occasionally assists maintenance crew in special construction, moving or clean up projects;
Reports unusual animal behavior, feces, or vomit immediately to Shelter Supervisor;
Assists in washing all laundry, blankets, towels, washcloths, etc. as needed;
Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to understand the proper sanitizing of hands and equipment to prevent the spread of disease; ability to perform tasks in an orderly manner and under a prescribed schedule; ability to utilize globally approved cleaning standards as set forth by the ASPCA; ability to get along with others; ability to read and write; ability to lift a minimum of 25 pounds to a maximum of 100 pounds on a daily basis; ability to perform work under varying climatic conditions; ability to work and cooperate with inmates assigned to custodial and maintenance duties; ability to climb steps, crawl under equipment, use ladders, etc.; ability to perform continuous heavy manual work at a rapid to moderate pace for two hour consecutive intervals with one to two, five to ten minute breaks within each interval; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of high school or GED. Experience working with animals is desirable.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia. Has not been convicted of animal or child cruelty or any other animal related offense. No allergies to cats or dogs.

Signatures:

This job description has been approved by all levels of management:

HR Specialist _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____