

Job Title: Animal Care Technician	Pay Type: Full-time - Hourly
Revised Date: August 19, 2024	Reports To: Support Manager
Written by: Mark Neff	Approved by: Mark Neff



### **Position Summary:**

Perform daily care and sanitation of the animals and facility according to FHS policies and procedures. Maintain cleanliness of animal housing areas, and public areas of the building. Assure all animals are cared for with appropriate food, water, daily exercise and living conditions. Monitor the health and wellbeing of the animals, and report daily to the Health & Wellness team. Prepare kennels for new animal intakes. Comply with Department of Agriculture sanitation regulations.

### **Essential Functions and Job Responsibilities:**

1. Maintain clean and sanitized housing for all animals
2. Maintain group rooms and play areas
3. Maintain feeding stations, including washing dishes
4. Complete daily feeding according to FHS protocol
5. Maintain cleanliness and sanitation of all public areas of the building, inside and outside
6. Refill food bins as needed
7. Do daily laundry
8. Prepare spray bottles, mops, and trash cans for volunteers
9. Keep storage areas organized and cleaned
10. Keep an eye on inventory needed for animal food and litter and inform supervisor when low
11. Ensure practices meet Department of Agriculture guidelines for sanitation
12. Have a working knowledge of the Animal Welfare Act, section NCAC 52J.0204-0207
13. Provide excellent customer service when dealing with the public
14. Report daily accurate animal health, wellbeing, and emotional needs to the Health & Wellness team
15. Provide facility maintenance requests to supervisor as needed
16. Process donations as needed
17. Complete daily enrichment for all animals in care
18. Other functions as determined by Leadership

### **Competency, Skills and Abilities:**

1. Excellent customer service skills
2. Ability to work independently and with a team
3. Strong analytical and problem-solving skills with attention to detail
4. Excellent verbal and written communication
5. Proficient in using email communications
6. Ability to prioritize and manage multiple projects
7. Confidence in handling timid, fearful animals

**Education and Experience Requirements:**

1. Minimum of 1 year in animal handling
2. Valid driver's license

**Physical Demands and Work Environment:**

1. Must be able to bend, stoop, stretch, stand and sit for extended periods
2. Ability to perform repetitive motions of wrists, hands and/or fingers
3. Work environment may be stressful at times, as overall center activities and work levels fluctuate
4. Excellent ability to communicate both verbally and written
5. Ability to utilize a computer and other office equipment
6. Must be able to lift 50 pounds as needed
7. Must be able to physically manage 50+ dogs on walks
8. Must be able to work with a variety of chemicals used for cleaning

**Employee Acknowledgement**

**I, \_\_\_\_\_, acknowledge review of this job description.**

(Employee's Name – Print Name)

**Date:** \_\_\_\_\_

Employee's Signature

**Date:** \_\_\_\_\_

Supervisor's Signature