

# IRPT Animal Caretaker



## Position Description

### Status

Irregular Part-time (up to 19.5 hours a week)

### Reports to

Shelter Operations Supervisor

### Compensation

A11 - First Step

### Supervises

none

### Bargaining Unit

Non-bargaining

### Position Category

Generalist

### Summary

Responsible for the overall care and well-being of the animals housed at the Allegan County Animal Shelter. The Animal Caretaker will perform kennel cleaning, walking, feeding, and provide mental and physical enrichment to the animals. The position will also handle administrative tasks such as animal intake, keeping an inventory of animal food and shelter supplies and keeping records of animal care activities.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Handle general care tasks such as feeding and kennel cleaning of the animals.
2. Assist in restraining animals for veterinary management.
3. Create intake paperwork for all animal intakes.
4. Create Kennel Card for all new animal intakes.
5. Provide intake vaccination/prevention for animals.
6. Keep records of animal feedings, treatments, and other updates.
7. Keep up daily laundry and cleaning for animal health per state mandates.
8. Engage in play activities and exercise with the animals.
9. Maintain a clean and healthy environment.
10. Provide weekly inventory list for animal food and shelter supplies.

### Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Goal/Results Oriented
- Communication
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This position cares for animals in an animal shelter setting; Indoor and outdoor work is required; Outside work can occur in all types of weather; Exposure to a variety of foul odors and bodily fluid of animals; Potential for being occasionally scratched or bitten by animals.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to physically manage potentially aggressive animals; lift under 50 lbs without assistance, lift 50 lbs with assistance, carry, and otherwise assist injured animals; climb stairs, and other obstacles; walk and run over all types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Required Education and Experience**

1. High School Diploma or equivalent (G.E.D.)
2. Previous experience in animal care or other related fields preferred

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or workgroup are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

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

Employee \_\_\_\_\_ Date \_\_\_\_\_