

Peninsula Humane Society & SPCA

Seasonal Animal Care Assistant

Job Title: Seasonal Animal Care Assistant (6 Months)
Division: Animal Care Services
Reports To: Manager, Animal Care
FLSA Status: Non-Exempt/Full time/Non-Union
Salary: \$21.00 per hour

Summary: To perform select functions in support of the Animal Care department in maintaining the shelter in a thoroughly clean and sanitary manner. To ensure that all sheltered animals are provided the best possible care and attention.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provide humane care for animals in the Society's care as assigned.

Clean and disinfect certain animal areas as necessary to maintain a safe and sanitary environment

Feed and ensure water is available at all times for animals as assigned.

Assist with setting up cages, kennels and other housing for incoming animals.

Unload, store and restock Animal Care Department supplies.

Dispose of deceased animals

Perform light maintenance and other janitorial duties.

Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization and improve the quality of life for animals.

Must have a flexible schedule and the ability to work on weekends.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must also possess the ability to manage the emotional aspect of end-of-life services and humane euthanasia, and support staff in high-emotion circumstances. Upon hire, must pass a background check.

Education and/or Experience:

High school diploma or general education degree (GED); or six months related experience

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members of the public, volunteers, and other employees of the organization. Good oral and written communication skills

Mathematical Skills:

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills, and data entry.

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

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, zoonotic disease, exposure to aggressive/feral animals and toxic or caustic chemicals. The noise level in the work environment is usually loud. This position has designated start times due to time-sensitive duties, opening the shelter, offering services, etc.

We are an Equal Opportunity Employer and welcome a diverse pool of applicants.
EOE/M/F/D/V/SO