

Peninsula Humane Society & SPCA

Seasonal Wildlife Overnight Attendant (Saratoga)

Job Title: Seasonal Wildlife Overnight Attendant- Saratoga (6 months)
Division: Wildlife Rehabilitation Department
Reports To: Manager, Wildlife Rehabilitation Department
FLSA Status: Non-Exempt/Non-Union/ Full-Time/ Temporary
Salary: \$23.16/hour

Summary: To perform all the necessary functions in maintaining the Wildlife Care Center in a thoroughly clean and sanitary manner. To ensure the Center is running safely during the overnight shift.

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

- Ensure the facility is clean and ready for the next day's operational routine, including laundry, clean up and other tasks/projects as assigned and necessary.
- Walking through the building throughout the shift
- Familiarizing oneself with PHS/SPCA/Wildlife Center policies, procedures and emergency protocols.
- Maintains department equipment in good working order. Reports items for repair/replacement as needed to appropriate supervisory staff.

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.

Upon hire, must pass a background check. Must be able to work an alternative schedule (4days, 10 hours per day) and available to work weekends and holidays. Ability to work overnights (6pm-6am) and must remain awake and alert the entirety of the shift. Requires ability to work independently as only attendant on shift.

Education and/or Experience:

High school diploma or general education degree (GED); or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Good oral and written communication skills.

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 Suite, including Outlook email; 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 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 occasionally exposed to moving mechanical parts, zoonotic disease, 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