**Position Title**: Animal Care Assistant Manager

**Department**: Animal Care

**Classification**: Full Time, Hourly

**Date**: July 19, 2021

**Reports to**: Animal care manager under the General Manager of Shelter Operations

**Summary**:

Under direction of the Animal Care Manager, provides for the constant oversight for the cleanliness of cages, runs and shelter areas and the proper feeding and care of all animals within the shelter. The assistant manager will assume all responsibility for the oversight of the following duties, and will ensure a working day sheet is prepared prior to the start of day. The specific responsibilities will vary based on the current needs of the shelter.

**Salary:** Starting hourly wage is $16.00

**Essential Duties and Functions**:

Animal Care

* Care for all animals in our care including but not limited to dogs, cats, small and furry, birds and limited wildlife
* Provide adequate food and water to shelter animals daily
* Walk dogs multiple times per day to provide exercise and time for elimination of bowels and bladder
* Scoop cat litter and ensure all living areas are clean and free of debris
* Provide daily enrichment including but not limited to: toys, food enrichment, scent enrichment and exercise
* Monitor animals and immediately report health or behavior abnormalities to medical/behavior staff
* Participate in stress and disease reduction efforts through purposeful and compassionate handling and placement of animals in the shelter environment
* Perform animal bathing and basic grooming
* Receive animals to be admitted for shelter care and be responsible for their proper identification and recording of their respective locations in Cornerstone.
* Release animals to their owners as directed by customer service or the animal care manager

Facility Care

* Clean and sanitize all cages, runs and related housing areas following established disease control protocols, including outside runs and play areas
* Clean and sanitize all food bowls, water bowls and litter pans as needed
* Operate laundry and dishwashing equipment
* Maintain shelter in an organized manner and keep supplies stocked
* Maintain equipment used to complete assignments and report any needed repairs in the maintenance log
* Empty trash
* Empty poop stations and refill with bags

Staff oversight

* With the assistance of the shift lead will prepare the daily day sheet prior to arrival of staff
* Ensure all staff is wearing appropriate work uniform including name badge
* Ensure someone carries the walkie talkie and responds to calls.
* Report any job performance issues to Assistant Manager or Manager
* May have a verbal conversation with a subordinate about job performance. A written record of conversation must be presented to the manager and/or General manager of operations immediately following

Safety

* Ensure a safe work environment, following all safety guidelines, and modeling safe work practice
* Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk

**Physical Requirements and Work Environment**:

* Work is performed in a kennel/shelter setting as well as outdoors
* Frequent bending, reaching, kneeling, climbing stairs, walking and, standing on feet 8-10 hours per day while performing job functions
* Exposure to nontoxic disinfectant solutions when cleaning
* Exposure to various weather conditions when working outdoors
* Exposure to unpleasant odors and noises
* Exposure to loud noises
* Exposure to bites, scratches, and animal wastes including potential zoonotic diseases
* Occasional lifting of up to 50 pounds
* Consistently exposed to animals and animal and environmental allergens

**Reporting Relationships and Contacts**:

* Reports to Animal Care Manager who reports to General Manager of Operations
* Mentors and monitors volunteers

**Qualifications**:

* High school diploma or equivalent required
* Must be able to pass pre-employment drug testing and background checks
* Previous experience in an animal shelter or kennel environment is preferred
* Some customer service experience preferred
* Available to work weekends, holidays, and overtime as needed
* Must have a minimum of 1-2 years animal care supervisory experience

**Knowledge, Skills, and Abilities:**

* Knowledge of basic canine behavior and dog breeds is extremely helpful
* Commitment to the mission, values, goals, and success of the Monmouth County SPCA
* Highly motivated, out-going, polite, and professional manner
* Team player, able to work in a fast-pace environment and multi-task
* Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the workplace