



## JOB DESCRIPTION PET CARETAKER

### POSITION OVERVIEW

*Reports to Office Manager and/or Caretaking Supervisor*

Caretakers are responsible for proper feeding and care of all hospitalized or boarded animals, including cleanliness of cages, runs and ward areas. They also maintain the cleanliness of the entire hospital and grounds.

### RESPONSIBILITIES

- Provides compassionate care to patients
- Receives animals to be admitted, is responsible for proper identification and recording their respective locations
- Releases animals to their owners as directed by the doctor; ensures that every animal released is clean and properly groomed
- Follows a regular schedule for cleaning and sanitizing all areas
- Feeds each animal as prescribed by the attending doctor and records appetites
- Gives baths and grooms as directed by the doctor or as requested by pet owner
- Collects urine and fecal specimens as directed by the doctor
- Recognizes and records any unusual condition or abnormal behavior; observes anesthetic recovery
- Assists doctors, nurses, technicians with the administration of medications or with restraint
- Keeps the kitchen area clean and neat
- Maintains storage and other areas as directed
- Performs other duties as required
- Cares for and cleans facility and yard

### POSITION REQUIREMENTS

#### **Age Requirement**

Minimum 16 years old

#### **Education Requirements**

High school degree or in the process of attaining

#### **Experience Requirements**

No specific experience is required but a candidate for this position should be willing and able to:

- Understand and carry out oral and written directions
- Maintain good and cooperative relationships with other employees
- Clean equipment and facilities, using materials and equipment with skill and efficiency
- Perform moderately heavy physical labor
- Learn to administer medications and recognize abnormal conditions
- Communicate to and develop relationships with pet owners
- Learn to examine and recognize medical problems of pets

#### **Personal Requirements**

- Genuinely enjoys working with animals and deals with them even when the pets are stressed, ill or in pain
- Physical Effort: Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over 40 lbs). Will walk or stand for extended periods or time and will frequently work in a bent position.
- Working conditions: Will be exposed to unpleasant odors, noises, and animal feces. Will be exposed to multiple cleaning products and strong odors as a result of chemicals used in cleaning the building as well as in the care of the pets. May be exposed to bites, scratches and contagious diseases. Must be able to work outdoors in a variety of climate conditions including hot, cold, rainy, etc.