

Job Description



Position Title: Cat Kennel Technician

Department: Shelter

Reports to: Shelter Manager

Salary:\$12/hour

Hours: 25/week Tues- Sat 8am-1pm

Position Summary

The Cat Kennel Technician is responsible for the direct care of the cats at the Hill Country SPCA. The primary responsibility of the Cat Kennel Technician is to provide the cats with their physical needs for fresh water, food, and enrichment while maintaining a clean and healthy environment at the shelter. Maintains equipment and supplies, assists with intake exams and vaccinations, reports any health or behavioral problems, and assists visitors in finding their next companion. The ideal candidate will demonstrate excellent organization, as well as customer service skills. Candidates will work independently and responsibly while observing all health and safety guidelines.

Standards of Performance

1. Proactively manage disease control, maintaining animal health and good community relations.
2. Ensures the upkeep and cleanliness of the cat rooms and adoption facilities are held to standards.
3. Keep the mission of the Hill Country SPCA in the forefront when performing job duties, as well as representing the Hill Country SPCA both inside and out of the Shelter environment.
4. Maintain clean and safe workplace practices.
5. Demonstrate efficiency, timeliness, and professionalism in the accomplishment of assigned duties.
6. Communicate effectively and respect in all areas and with management, staff, clients, volunteers, donors, Board of Directors, and suppliers.
7. Work in cooperation with all departments to promote a united and cohesive work environment.
8. Provide an exemplary level of care to all animals.
9. Maintain confidentiality in all matters pertaining to the Hill Country SPCA.
10. Always represents the Hill Country SPCA in a professional and courteous manner.
11. Provides quality service to customers, volunteers, and staff recognizing their individual contributions to the success of our organization.

Representative Tasks and Major Responsibilities:

- Feed and water shelter cats, monitors food intake and output and reports changes to Shelter Manager
- Make sure cages and animals are properly labeled and identified
- Patrol shelter grounds daily, picking up trash and animal waste
- Cleans and disinfects kennels, rooms, and equipment, to include all runs, cages, halls, rooms, and floors
- Inform Shelter Manager of any maintenance or safety needs
- Take out waste/trash
- Cleans all dishes and litter pans used by shelter cats
- Interacts with the animals providing human contact
- Provides medical baths, and trims cats nails
- Assist with holding animals while the Animal Care Specialists (ACS) perform medical
- Cleans and disinfects travel kennels, crates, surfaces, and bowls
- Maintains a clean and healthy environment at Hill Country SPCA

- Observes animals for behavioral or health related problems and report them to the Shelter Manager
- Maintains the operation of washing machines and dryers, clean out lint from dryers and clean out drains inside and behind washers regularly
- Unpack, label and stock shelter supplies and donations and place in their designated location
- Works and communicates with Animal Care Specialists (ACS)
- Sorts and stores donations in the appropriate areas, help public unload donations from their vehicles
- Clean and maintain restrooms and kitchen areas
- Special events and projects as needed
- Transports animals to local Veterinary partners for surgery or appointments, using company vehicle.
- Perform miscellaneous or additional duties as instructed by supervisor

Job Conditions:

- Work hours will vary and include weekends and holidays
- Includes exposure to animals, zoonotic diseases, cleaning agents, chemicals, fumes, and high noise level areas
- Frequent bending, crouching, lifting and exposure to moderate noise levels and to biomedical hazards (e.g., needles, animal excretions, mild irritant/toxic chemicals)
- Take charge and/or handle animals as required and to restrain hard to control animals
- Learn to recognize symptoms of disease; learn the techniques involved in restraining and isolating animals
- Learn to work effectively in stressful situations, act quickly and calmly in emergencies
- Fast paced, constantly ever-changing environment
- Heavy lifting and prolonged physical activity
- Subject to animal scratches and bites

Skills/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must treat animals humanely, with love and concern both on and off the job,
2. Genuine concern, compassion, and respect for animals.
3. Strong desire to learn about animals and their proper care.
4. Attention to detail a must.
5. Integrity (candidate must agree to a background and references check)
6. High-quality communication, organization, reliability, and conduct.
7. Dependability and strong work ethic
8. Support the Hill Country SPCA mission statement, philosophies, and policies in and out of the workplace
9. High school diploma or equivalent required.
10. Engaging and friendly interpersonal skills with the ability to interact with the public
11. Must be able to work shifts, including weekends and holidays
12. Must be able to work with minimal/no supervision
13. Must be able to work with cats of all sizes, breeds, and temperaments