



Kitchener-Waterloo Humane Society

Position Description

POSITION: Animal Care Partner: Adoption dogs

REPORTS TO: Volunteer Coordinator

POSITION SUMMARY:

The purpose of this job is to assist our Animal Care Staff with maintaining a clean and healthy atmosphere and helping with general animal husbandry.

PRINCIPLE ACCOUNTABILITIES:

- Assist Animal care with the morning cleaning and disinfecting of the inside and outside dog pods/runs.
- Responsible for assuring pets have sufficient food and water.
- Reporting to Animal Care Attendants any health or behavioral problems in pets.
- Responsible for maintaining a clean, healthy environment for all of the animals within the Centre.
- Maintain confidentiality of all personal information.
- Maintain a disease free environment.
- Fill out daily animal health charts.
- Help with general Centre housekeeping.
- Ensure safety measures and KWHS policies are implemented at all times

POSITION REQUIREMENTS:

Weekly commitment: 4 hours once per week starting at 8:00 a.m.

- Must be an effective cleaner and have an eye for detail
- You must be able to follow direction.
- You must be able to work on your own.
- Must be comfortable working with all animals.

Effort:

- Scrubbing of cages, floors and windows
- Sweeping and mopping floors
- Cleaning of animal dishes
- Cleaning of animal laundry
- Maintaining general cleanliness of the Centre
- Putting away Centre donations
- Lifting buckets, bags of food

WORKING CONDITIONS:

- Works in climate controlled temperature conditions and outside temperature conditions.
- Working requiring the use of cleaning supplies/chemicals.
- Works in areas with strong odours and high noise levels in regards to barking and other animals related noises.
- Exposure to dust and pet hair/dander.
- Works with some risk of injury on slippery floors.
- Exposed to bites, scratches, infections, and infectious diseases.
- Required to expend physical effort for a period of time, standing, bending and lifting.
- Washer/Dryer, dishwasher, floor scrubber, watering hose, disinfectant, squeegee, scrub brush

VALUES:

The volunteers must demonstrate ability to work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of volunteer work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

In addition to the duties listed above, the Centre expects the following of each volunteer: adhere to KWHS volunteer policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; consistently reports for volunteer role on time prepared to perform duties of the position; participates in KWHS events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.