Position: Animal Care Specialist  
Job Status: Non-Exempt  
Reports to: Animal Care Manager  
Revision Date: 8/27/2018

Summary:  
Primarily responsible for providing routine animal care, maintaining clean and safe housing areas for the animals in care, facility cleaning, customer service and related duties.

Essential Duties and Functions:  
- Follows established cleaning protocols to provide a high level of care to all shelter animals which includes daily feeding, watering and cleaning/sanitization of enclosures.  
- Participates in stress and disease reduction efforts through shelter enrichment, socialization, and compassionate handling of all animals in the shelter environment.  
- Observes animal behavior, appearance, and activity and monitors for indicators of illness, disease or discomfort.  
- Assists with health monitoring and behavior evaluations.  
- Operates laundry, cleaning, dishwashing and other equipment and assists in cleaning of general areas in the facility.  
- Works cooperatively with all customers, employees, volunteers and vendors, and counsels as needed to potential adopters.  
- Ensures a safe work environment by following all safety guidelines and model safe work practices.  
- Assists customers with the pet adoption process by facilitating customer/animal interactions to ensure a safe and pleasant experience, accurately answering questions and providing guidance.  
- Maintains equipment in good working condition and reports needed repairs or replacements.  
- Follows all VDACS animal facility regulations.  
- Performs other duties as assigned.

Physical Requirements and Work Environment  
- Ability to lift and transport materials weighing up to 50 pounds.  
- Ability to handle animals effectively and humanely.  
- Have a high level of manual dexterity.  
- Must be comfortable dealing with a wide array of animal behaviors and personalities.  
- The ability to bend and squat.  
- The ability to stand for significant periods of time.  
- Exposure to disinfectant solutions.  
- Subject to animal bites and scratches while handling animals.  
- Consistently exposed to animals and animal allergens.  
- Must be available to work weekends and holidays as deemed necessary.
Qualifications:
- High school diploma or GED.
- Animal care experience preferred.
- Ability and willingness to work directly with all animals in care.
- Must be highly motivated and detail oriented.
- Exhibits a professional, positive, and upbeat manner.
- Conveys compassion, patience, and understanding with all animals in shelter care.
- Must be a team player and self-starter, able to work in a fast-paced environment with minimal supervision, and display strong communication skills.
- Valid Virginia Driver’s License