



**Central Brevard Humane Society
Employee Position Description**

POSITION: Animal Care Technician
REPORT TO: Kennel Manager/ Kennel Lead

DEPARTMENT: Kennel
SALARY RANGE: \$8.25 to \$10.00 per hour

GENERAL STATEMENT OF RESPONSIBILITIES:

To provide a clean, healthy, safe environment for the animals placed in our care

SPECIFIC DUTIES:

1. Maintains the kennel and the animals housed in our facility. Assist in morning duties prior to opening.
2. Keep kennels and cages cleaned thru out the day and make sure the animals are happy and healthy.
3. Daily washing of dishes and donated items for shelter use.
4. Daily washing of carriers in the breeze way.
5. Helping customers with any questions they might have.
6. Conducting interactions with customers.
7. Keep food prep room, hallways and rooms where cats are kept cleaned and mopped. Make sure all hallways and floors are kept dry, free of hoses and other cleaning tools throughout the kennel while shelter is open.
8. Empty all waste containers and mop buckets and put them in proper area.
9. Check all incoming animals and determine proper placement based on status, temperament, and / or health.
10. Keep ground neat and clean, free of litter, and make sure all feces is pickup out of the yard.
11. Answer bell/radio and assist office staff with animals coming into the shelter.
12. Daily disinfect pet carriers and restock in the receiving area.
13. Performs Heartworm tests on dogs selected for adoption. Perform Feline Leukemia and FIV tests on cats/kittens
14. Help keep eye out for any problems such as behavioral problems, diseases or any other problems that might arise.
15. Assist in conducting temperament testing on all dogs placed up for adoption.
16. Help perform humane euthanasia on animals selected by trained staff members.
17. Assign volunteers and community service workers duties and make sure they are staying on task.
18. Perform any other duties as specified by lead tech or kennel manager.

POSITION REQUIREMENTS:

Education: A high school diploma or GED is required

Experience: None

Skills: Must be able to follow direction. Time management skills preferred. Able to work in a fast-paced, team environment.

Uniforms: Hospital scrubs top. Jeans, slack or scrubs bottom (no torn, ripped or stained jeans). Closed Toed Non-skid rubber-bottom shoes. Nametags.

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