



Job Title: Infant Holding Technician (Seasonal)
Department: Kitten Nursery
Reports To: Nursery Care Manager
FLSA Status: Non-exempt, hourly

SUMMARY

This is a temporary seasonal position lasting from April to November. The Infant Holding Technician is responsible for the maintenance and care of all animals within Infant Holding. This role is also responsible for assisting in the facilitation of kitten care through Foster Coordinator/Foster Tech interaction, assistance in Nursery, and successful care of the animals.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other Duties may be assigned.

- Ability to work second and third shifts as Kitten Nursery is staffed 24 hours.
- Required to work with bottle-feeding, transitioning and weaned kittens.
- Provide compassionate care to all animals.
- Daily cleaning to prevent cross contamination and provide a healthy climate in animal areas.
- Adhere to all department policies and procedures, including the use of PPE.
- Appropriate feeding and watering as directed by management.
- Provide exercise and enrichment to animals as directed by management.
- Communicate with Foster Techs about health and wellbeing of animals in their care.
- Perform animal census inventory each shift.
- Assist with daily laundry throughout the domes, dispose of waste.
- Re-stock supplies.
- Maintain equipment utilized for the daily cleaning and feeding of the animals.
- Bathe and groom animals as directed.
- Provide excellent Customer Service.
- Provide continuous feedback to supervisors to facilitate organizational growth.
- Ability to work well with others towards a common goal.
- Communicate effectively and professionally with team mates, volunteers and management.
- Efficient, respectful communication with volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities may change without notice as required.

- Solid written communication skills including the ability to write routine reports and correspondence with the ability to read and interpret safety rules, operating and maintenance instructions, and procedure manuals.
- Good oral communication and comprehension abilities. The ability to understand and carry out instructions. The ability to problem-solve and provide reasonable solutions.
- Good interpersonal, analytical skills.
- Must be well organized, flexible, and work well under pressure.
- Ability to multi task and assist in other areas when needed.

PREFERRED QUALIFICATIONS

- Bilingual in Spanish and English.
- Demonstrated career progression.
- Knowledge of Chameleon.
- General knowledge of animal care and behavior.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)

MATERIALS and EQUIPMENT USED

- Hoses w/ and w/o pressure spray attachments
- Computer
- Standard hand tools (hammer, screwdriver, pliers)
- Standard Office equipment
- Scrubbers, Squeegees, Broom/Dustpan, Mop and Bucket
- Cleaning and sanitizing chemicals
- Bottles, nipples, heating pads and disks
- Grooming tools
- Wheeled Carts and Wheeled Tables

PHYSICAL DEMANDS

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

- Communicate effectively
- Ability of sight and hearing
- Stand, walk, bend for long periods of time
- Lift and/or move up to 50 pounds
- Repeated sitting and standing
- Kneeling

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The employee is frequently exposed to wet and/or humid conditions, and moving mechanical parts.

- The employee is also frequently exposed to animal related odors, fumes, airborne particles, and moderate heat.
- The employee is frequently exposed to moderate/loud noise level in the work environment.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name _____

Date: _____

Employee Signature _____