



Job Description

Job Title: Nursery Care Technician I
Department: Nursery
Reports To: Associate Director of Animal Operations
FLSA Status: Non-exempt, hourly

SUMMARY

The Nursery Care Technician I is responsible for the maintenance and care of all animals within the Nursery. This role is also responsible for assisting in the facilitation of kitten care through Foster Coordinator/Foster Tech interaction and successful care of the animals. This position works closely with volunteers and foster parents to ensure a cohesive work environment and exemplary animal care.

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

- Ability to work all shifts as needed as the nursery is staffed 24 hours, this includes overnight shifts.
- 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 Veterinarian and Veterinary Technicians about health and wellbeing of animals in care.
- Perform animal census inventory each shift.
- Assist with daily laundry, dispose of waste.
- Re-stock and maintain supplies.
- Maintain equipment utilized for the daily cleaning and feeding of the animals.
- Bathe and groom animals as directed.
- Ability to work well with others towards a common goal.
- Teach, guide, and monitor volunteers within the nursery to achieve common goals for care.
- Mentor fosters and assist with teaching bottle feeding.
- Communicate effectively and professionally with teammates, volunteers and management.
- Assist with medical care and treatments as directed by medical staff and management.
- Provide continuous feedback to supervisors to facilitate organizational growth.
- Assist with other departments as directed by management

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.

- Ability to complete projects with minimal supervision.
- Strong written communication skills including the ability to write routine reports and correspondence. The ability to read and interpret safety rules, operating, maintenance instructions, and procedure manuals.
- Strong oral communication and comprehension abilities including the ability to understand and carry out instructions.
- Ability to problem-solve and provide reasonable solutions.
- Proven history of strong communication with management.
- Strong interpersonal, analytical skills.
- Must be well organized, flexible, and work well under pressure.
- Ability to multitask and assist in other shelter departments when needed.
- General knowledge of animal care and behavior.
- Knowledge of Chameleon database or similar animal management software systems, preferred.
- Bilingual, a plus.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED)

MATERIALS and EQUIPMENT USED

- Hoses with and without pressure spray attachments
- Computer
- Standard Office equipment
- Scrubbers, Squeegees, Broom/Dustpan, Mop and Bucket
- Cleaning and sanitizing chemicals
- Bottles, nipples, heating pads and disks
- Grooming tools
- Wheeled Carts/Tables
- Leash, collar, harness
- Medical equipment

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 to perform the essential functions:

- Ability of sight and hearing
- Required to stand, walk, bend, and/or sit for long periods of time
- Consistently require to lift and/or move loads up to 50 pounds

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 bio-material.
- The employee is frequently exposed to moderate/loud noise levels 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.

Signature of Employee

Printed Name of Employee

Date