



## POSITION SUMMARY

### Wayside Waifs Inc.

**Title:** Canine Care Technician  
**Department:** Animal Care  
**Reports To:** Canine Care Manager  
**Updated on:** December 2018  
**Status:** Non-Exempt, Full-Time 40 hours  
**Schedules:** #1: Monday, Tuesday, Friday, Saturday, & Sunday 8:00a – 5:00p  
#2: Saturday – Wednesday 8:00a – 5:00p

#### The Mission of Wayside Waifs

*Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes by providing temporary shelter, educating the public, and developing partnerships.*

### POSITION SUMMARY

Canine Care Technicians are responsible for ensuring that each canine is provided the highest quality of care during their stay at Wayside Waifs by maintaining clean and comfortable living quarters, and providing mental stimulation and physical exercise on a daily basis.

Technicians will work closely with volunteers and the public, while remaining in constant communication with other departments regarding the mental and physical health of the canines.

### PRIMARY ACCOUNTABILITIES

1. Ensure that all animals experience a high degree of care, compassion, and support to achieve overall operational goals for the organization.
2. Maintain smooth and efficient operations of all animal care:
  - a. Ensure all canine care tasks are completed in accordance with standard operating procedures and in a timely manner
  - b. Assist other canine care technicians as necessary
  - c. Ensure all supplies are stocked and readily available
  - d. High level of communication with manager and other team members
3. Ensure compliance with all regulatory, safety, security and operational standards related to animal care.
4. Establish and demonstrate effective working relationships with members of the public, Wayside Waifs staff, and volunteers.
5. Remove donations from the front lobby; organize and distribute appropriately.
6. Assist members of the public looking for lost pets.
7. Attend required training classes to enhance knowledge and animal handling skills.
8. Comply with all Wayside Waifs policies and best practices.

### PRIMARY TASKS & DUTIES

- Walk housebroken and “staff only” dogs
- Rotate dogs in to playgroups
- Feed and water dogs



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- Ensure that the shelter looks and smells clean at all times
- Spot clean all areas throughout the day
- Lay blankets and provide toys to the animals
- Monitor that animals are placed in the appropriate size kennel
- Enter all relevant animal information into database with respect to behavior, health, movement, personality.
- Communicate status of workload and information about animals to staff working next shift
- Provide support for the preparation and execution of special events as needed
- Regularly communicate with supervisor, discussing any challenges, ideas, or suggestions related to the department or overall shelter operations.

### **ESSENTIAL FUNCTIONS/ KEY COMPETENCIES**

- Demonstrate a high level of skill at building rapport with the animals and other Wayside Waifs employees
- Demonstrate initiative and problem solving skills to better serve animals and the organization
- Strong attention to detail and task orientation
- Ability to work under pressure
- Must be dependable and punctual

### **POSITION REQUIREMENTS**

- Demonstrated experience working effectively with people and animals in a variety of high stress situation.
- Animal handling experience preferred with shelter or vet clinic

#### Physical

- Must be able to lift 50lbs to waist height in order to move animals from kennels, lift food bags, and push and pull a force (i.e. pushing water with the squeegee).
- Repetitive bending, kneeling, stooping and similar movements required.
- Must be able to physically restrain animals weighing up to and including 100 lbs
- Able to work with exposure to wet and/or humid conditions and outside weather condition.
- Significant amount of standing and walking during a typical day, exposure to fumes, animal smells and airborne particles.
- Noise level is moderate to high.
- Exposure to animal waste.

#### Education

- High School diploma or GED.

Application Instructions: Please submit your application and resume via our website, indicating which schedule you prefer - #1 or #2.