



## POSITION SUMMARY

**Wayside Waifs Inc.**

**Title:** Feline Care Technician  
**Department:** Animal Care  
**Reports To:** Feline Care Manager  
**Updated on:** September 2016  
**Status:** 20 Hours, Part-time, non-exempt  
**Schedule:** Tuesday – Friday 7:00am – 11:00am  
Saturday: 5:30am – 9:30am  
**Approved By:** Vice President, Animal Welfare

The Mission of  
**Wayside Waifs**

*Wayside Waifs is a charitable animal shelter whose purpose is to improve the quality of animal welfare in our community by providing humane treatment and advocating for companion animals.*

### POSITION SUMMARY

To ensure that each shelter animal is provided the highest quality of care, remains comfortable and in clean quarters, and is provided with daily socialization during their stay at Wayside Waifs.

Staff will work closely with volunteers and the public, as well as remain in constant communication with other departments regarding the mental and physical health of the animals.

### 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. Ensure smooth and efficient operations of all care through:
  - a. Ensuring all animal care tasks are completed properly and timely.
  - b. Assistance to other comfort crew care providers when necessary.
  - c. Ensuring all supplies and equipment throughout the facility are available and operational
  - 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 ensure effective working relationships with co-workers, including managers, other staff, veterinarians and vet technicians, as well as business office staff and volunteers
5. Comply with all Wayside Waifs policies and best practices, including a high standard of dependability for promptness and attendance.



## POSITION SUMMARY

### **Wayside Waifs Inc. PRIMARY TASKS & DUTIES**

- Feed and water cats and small animals
- Deep Clean kennels when needed
- Spot clean occupied kennels to avoid undo stress to the feline.
- Ensure proper cleaning protocols are followed to control disease.
- Lay blankets and provide toys to the animals
- Socialize cats and small animals
- Enter all relevant animal information into database with respect to behavior, health, movement, personality.
- Regularly communicate with manager, discussing any challenges, ideas, or suggestions you have related to your department of overall shelter operations.
- Complete any pertinent information on Felinality Data Card

### **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 other staff.
- Strong attention to detail and task orientation.
- Ability to work under pressure at times.

### **POSITION REQUIREMENTS**

#### Experience

- Demonstrated experience working effectively with people and animals in a variety of high-stress situations.
- Animal 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
- Able to work with exposure to wet and/or humid conditions and outside weather condition.
- Significant amount of standing 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.