



HUMANE SOCIETY OF PORTAGE COUNTY

3200 IBER LANE, PLOVER WI 54467

715-344-6012

Job Title: Animal Care Staff
Supervisor: Shelter Manager/Katie Zagorianakos
Job Status: Part time-4 to 25 per wk.
Benefits: Paid holidays, some vacation

Do you enjoy working around animals? Keeping animals clean, healthy and supervised is a vital part of running a shelter. It plays a key role in the operation. The Humane Society of Portage County has a part time position open for Shelter Care duties. If you feel you have a connection with animals and their wellbeing please contact Katie at katiez@hspcwi.org.

Responsibilities:

1. Provide care and comfort for all animals

- Fully clean and sanitize kennels per protocol, spot clean as necessary throughout the day.
- Feed and water all animals in the morning; in the afternoon, feed dogs again and ensure that cats/other animals have adequate food and water.
- Observe all animals for behavior and/or health issues; report any concerns to the animal care manager.
- Set up newly-arrived stray and surrender animals in appropriate housing areas.
- Stock all animal areas with necessary supplies.
- Promote a humane and caring attitude toward all animals; treat all animals humanely, properly and with compassion at all times, regardless of the circumstance or situation.

2. Maintain cleanliness of facility

- Maintain cleanliness of rooms where animals are housed.
- Maintain cleanliness of all hallways, bathrooms and public areas.
- Perform general housekeeping tasks, including garbage, laundry and dishes, throughout the day.
- Transport donations from lobby area and all hallways to their appropriate locations.
- Comply with all terms regarding Covid 19 policies.
- Other duties or projects as assigned.

3. Completion of Assigned tasks.

Additional work assignments after completing daily assigned tasks by Supervisor