



**HUMANE SOCIETY OF PORTAGE COUNTY**

**3200 IBER LANE, PLOVER WI 54467**

**715-344-6012**

**Job Title:** Shelter Care Staff  
**Supervisor:** Shelter Manager  
**Job Status:** Hourly - Full or Part time  
**Benefits:** Paid time off, flexible scheduling, health insurance (full time)

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 position open for Shelter Care duties. If you feel you have a connection with animals and their wellbeing please complete a job application which is on the HSPC website in the employment section or use the link below <https://www.volgistics.com/appform/957081547>

**Responsibilities:**

1. Provide care and comfort for all animals
  - Fully clean and sanitize kennels per protocol, spot clean as necessary throughout the day.
  - Feed, water and provide care for animals.
  - Observe all animals for behavior and/or health issues; report any concerns to the animal care manager.
  - 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.
  - Other duties or projects as assigned.
  
3. Completion of Assigned tasks.

Additional work assignments after completing daily assigned tasks by Supervisor