



## POSITION SUMMARY

**Wayside Waifs Inc.**

**Title:** Feline Care Technician  
**Department:** Animal Care  
**Reports To:** Feline Care Manager  
**Updated:** April 2019  
**Approved By:** VP of Operations  
**Status:** Non-Exempt, Part-Time 24 Hours  
**Schedule:** Monday: 7am -1pm  
Thurs: 7am – 11am  
Fri: 7am – 11am  
Sat: 5:30am - 9:30am  
Sun: 5:30am - 11:30am

### The Mission of Wayside Waifs

*Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes. To accomplish this, we employ 3 key strategies:*

- *Providing temporary shelter for homeless companion animals*
- *Educating the public*
- *Developing partnerships, collaborations, and strategic alliances*

## POSITION SUMMARY

The primary responsibility of the Wayside Waifs Feline Care Technician is to ensure that each shelter animal is given the highest quality of care, resides in clean and comfortable quarters, and is provided with daily enrichment during their stay at Wayside Waifs.

Feline Care Technicians work closely with volunteers and the public, and 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. Provide smooth and efficient operations of all care:
  - a. Ensure all animal care tasks are completed properly and timely.
  - b. Assist other animal care providers when necessary.
  - c. Ensure all supplies and equipment throughout the shelter are available and operational
  - d. Maintain a 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 all Wayside Waifs employees, as well as volunteers.
5. Comply with all Wayside Waifs policies and best practices, including high standards of dependability for punctuality and attendance.

## PRIMARY TASKS & DUTIES



## POSITION SUMMARY

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### **Wayside Waifs Inc.**

- Provide food and water for cats, and small animals
- Deep clean kennels when needed
- Clean floors in all cat and small animal areas
- Wash cat bowls and toys
- Spot clean occupied kennels to avoid undue stress to the animals
- Ensure strict adherence to cleaning protocols to control spread of disease
- Provide blankets and toys to the animals
- Provide enrichment to cats and small animals
- Enter all relevant animal information into database with respect to behavior, health, movement, personality, etc.
- Regularly communicate with manager, discussing any challenges, ideas, or suggestions related to the department or overall shelter operations
- Assist owners looking for their lost cats
- Complete monitoring sheets as required
- Responsible for moving cats to the adoption floor in a timely manner on assigned days once they are medically and behaviorally ready
- Other duties as assigned

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

- Demonstrate a high level of skill at building rapport with the animals and Wayside Waifs employees
- Demonstrate initiative and problem solving skills to better serve animals and co-workers
- Strong attention to detail, task orientation, and efficiency
- Ability to work under pressure at times

### **POSITION REQUIREMENTS**

#### Experience

- Demonstrated experience working effectively with people 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