



Sammie's Friends

*14647 McCourtney Road
Grass Valley, CA 95949
(530) 471 5041 info@sammiesfriends.org
www.sammiesfriends.petfinder.com
www.sammiesfriends.org*

Job Title: Shelter Associate I

Summary:

This position is responsible for the cleaning and feeding of animals at the Nevada County Animal Shelter, and includes care and handling of those animals. Also included in this position is facilitating adoptions in both cat and dog shelters, computer work (PetPoint), and the ability to be flexible.

Essential Duties and Responsibilities:

- Cleans and maintains dog kennels, livestock pens, storage areas and exercise areas in such a manner as to provide an odor free and low stress environment for the animals.
 - Includes: Cleaning grounds in front and in back of facility; stocking food and litter containers; sweeping and mop the floors daily; emptying trash cans and recycling bins as needed; washing dishes; cleaning and folding laundry, maintaining the kitchen and quarantine area and Sallyport in a manner appropriate for public viewing.
- Feeds and provides daily care for all animals. (May include farm animals/ livestock)
- Handles animals.
- Reports to the appropriate manager of any potential health or behavioral problems involving the animals in our care.
- Light cleaning of offices, emptying trash, mopping of floors and cleaning of restrooms.
- Will 'float' between cat and dog shelter as needed to provide support
- Learn shelter tracking software and assist office manager with maintaining system
- Function as a team member at all times by communicating effectively, assisting coworkers, and maintaining a positive and proactive attitude.
- Interact with all animals with compassion and concern for their well-being

QUALIFICATIONS—To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE—High school diploma or six months experience working with animals is desirable. Requires animal handling skills, animal behavior, and animal care.

LANGUAGE SKILLS—Ability to read and comprehend simple instructions, short



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correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public.

CUSTOMER SERVICE—Conduct all interactions with the public as a professional and positive representative of Sammie's Friends Animal Shelter

REASONING ABILITY— Ability to apply common sense to everyday shelter situations.

Valid California driver's license required

PHYSICAL DEMANDS—Physically demanding job with up to four hours on your feet. Must be capable of lifting 50 pounds, handle dogs weighing 60-80 pounds. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. Exposure to common cleaning materials such as bleach and disinfectants. Must have **CURRENT TETANUS VACCINE**

SAFETY—Be conscientious and aware of any potential dangers and implement safety measures when necessary for the protection of all staff, volunteers and the public.

SAMMIE'S FRIEND'S VISIONS— Employees of Sammie's Friends are expected to perform their duties in a way that contributes to our vision and in accordance with our values. (See attached)

Other Duties as Assigned by Management