

Animal Rescue League of Western PA
Job Description

Title: Off-Site Cat Animal Care (Part-Time)
Reports To: Off-Site Adoption Assistant Manager(s)
FLSA Status: Non-exempt
Date: September 1, 2015

PRINCIPAL ACCOUNTABILITIES

- Uphold the mission of the Animal Rescue League throughout all responsibilities of the position
- Understand and support the Open Door Philosophy of the Animal Rescue League
- Clean all cat cages at the PetSmart location according to procedures as instructed by the Off-Site Adoptions Assistant Manager(s) and by the PetSmart store.
- Make sure all of the cats have fresh food and water.
- Become familiar with all the cats at the satellite location so that accurate information regarding the animals can be given to potential owners.
- Carry out all policies regarding the handling of cats by the public.
- Work cooperatively with all employees who are involved in off-site adoptions, as well as all PetSmart employees.
- Keep the work station and supplies neat and stocked for the following shift.
- When possible, spend time with the cats grooming, playing, cuddling, etc.
- Report all accidents, behavioral problems, illnesses, etc. immediately to your supervisor.
- Arrange for coverage if unable to work scheduled shift.
- Transport animals to and from the shelter when needed for medical or behavioral reasons or when empty cages are available to be filled.
- Be available to work mornings, weekends and holidays.
- Perform other duties as requested by your supervisor.

QUALIFICATIONS

- Must be able to work required shifts, including mornings, weekends, and holidays.
- Must love animals and have a strong desire to care for them.
- Be able to handle the physical demands of the job to accomplish the requirements of the job.
- Good organizational skills.
- Ability to work independently and good time management skills.
- Professional, courteous manner with customers and co-workers.
- Previous experience in working with cats would be helpful.
- Must have reliable transportation and a valid driver's license.
- Must be able to lift 40lbs
- Must be able to stand 4 hours or more during a scheduled shift