



ANIMAL CARE LEAD

REPORTS TO: Operations Director/Coordinator

DUTIES

- General
 - Follow all Standard Operating Procedures (SOP's)
- Shelter Management
 - To perform daily walkthroughs of kennels & cattery to ensure highest standard of cleanliness and care
 - To ensure all paperwork, records and communications points are updated and located in relevant areas
 - To track, log and maintain levels of food inventory, reporting low quantities to relevant parties
 - To track, log and maintain levels of supplies inventory, reporting low quantities to relevant parties
 - To report all maintenance issues to relevant parties
 - To report all medical issues to the Animal Welfare Technician and/or Animal Care Director
- Employee Management
 - To manage the tasks/duties, schedules, training and reporting of all "Animal Care Attendants" employed by the SPCA of Polk County.
 - To complete "Performance Reviews" of all Animal Care Attendants periodically as set by HR.
 - To manage complaints, concerns or issues from or relating to Animal Care Attendants, including verbal and written warnings and termination of Animal Care Attendant employees in partnership with and guidance from HR.
 - To communicate effectively and regularly with the team, ensuring clear outcomes are met.
- Animal Care
 - Feed and water all animals as required.
 - Bathe animals as and when required.
 - Handle animals with care in accordance with standards.
 - Promote animal care guidelines for physical and mental needs of the animals.
- Cleaning
 - Clean and disinfect kennels, crates, condos, towers and pet taxis within facility.

QUALIFICATIONS/EXPERIENCE

- Knowledge of cleaning and disinfecting methods and the use and care of cleaning materials and equipment.
- Knowledge of basic animal behavior and proper methods of animal restraint.
- Able to understand and carry out oral and written directions.

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS

Work is performed in an animal shelter. Potential for exposure to high noise levels, zoonotic diseases, animal waste, hazardous chemicals, sharp objects and potential hostile persons or dangerous animals.

- Ability to lift and carry objects and animals of moderate weight
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities
- Walking and/or standing for long periods
- May be required to handle difficult animals