

Job Description

Post: Animal Care Assistant

Responsible to: Animal Care Supervisors

Objectives of job: Daily care and husbandry of all animals in Gables Farm Dogs' & Cats' Home.

Current as at: October 2008

Duties and responsibilities

1 Animal Care

- 1.1 As an Animal Care Assistant you are always expected to present yourself for work on time and in the correct uniform.
- 1.2 At all times you are answerable to the Animal Care Supervisors.
- 1.2 As an Animal Care Assistant you are to ensure that your daily routines are carried out following the set procedures for the section you are working in.
- 1.3 You are to ensure that all utensils and equipment used for feeding, cleaning and other purposes are kept clean and stored appropriately.
- 1.4 You are to follow feeding guidelines and medical instructions for all animals and report any problems or concerns to the duty supervisor.
- 1.5 You are to work with other members of staff as part a team and communicate fully to ensure all duties are carried out to the highest standard.
- 1.6 You are to assist the supervisors with extra duties as and when requested.
- 1.7 You are to bath and groom dogs as and when requested.
- 1.8 You are to get dogs in and out for dog walkers, according to the dog walking lists.
- 1.9 You are to get dogs out for members of the public, supervising first visits and dog introductions. You will also assist members of the public looking at cats.

- 1.10 Behaviour Unit instructions with regard to dog handling and training are to be adhered to at all times.
- 1.11 You are to report any animal behaviour issues and problems directly to the Behaviour Unit staff or in their absence an Animal Care Supervisor.
- 1.12 You are to attend meetings, courses, and seminars as requested by the Management.
- 1.13 You are to assist on the veterinary round as and when requested.
- 1.14 You are to move animals to and from Reception as and when requested.
- 1.15 You are to be polite and helpful to the public at all times.
- 1.16 You are to refer all animal rehoming enquiries to the rehoming staff.
- 1.17 You are to be conversant with and implement Gables Farm Dogs' & Cats' Home Health and Safety procedures at all times.
- 1.18 The Home's policies or procedures are not to be discussed with or within earshot of the general public or volunteers.

Name.....

Signed.....
Animal Care Assistant

Dated.....