

ROLE DESCRIPTION

Post: Work Experience Animal Care Assistant

Responsible to: Animal Care Supervisors & Deputy Manager

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

Duties and responsibilities

Animal Care

- To ensure that your daily routines are carried out following the standard operating procedures for the section you are working in.
- To follow feeding guidelines and medical instructions for all animals and report any problems or concerns to the duty supervisor.
- To ensure that all utensils and equipment used for feeding, cleaning and other purposes are kept clean and stored appropriately.
- 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.
- To assist the supervisors with extra duties as and when requested.
- To bath and groom dogs and cats as and when requested.
- To exercise dogs as per instruction.
- To socialise dogs and cats as per instruction.
- To provide environment enrichment for the dogs and cats.
- Behaviour Unit instructions with regard to dog handling and training are to be adhered to at all times.
- To report any animal behaviour issues and problems directly to a member of staff as soon as possible.

- You will be required to handle a dog or cat that is ill and or suffering or suspected to be suffering from a zoonotic disease. Personal Protective Clothing (PPE) is always provided and must be worn as per instruction.
- To refer all animal rehoming enquiries to the rehoming staff.
- To report to supervisors / Deputy Manager any visitors behaving inappropriately around or to our resident dogs/cats or colleagues.

Duties and responsibilities

General

- To be polite and helpful to the public at all times.
- To be conversant with and implement Gables Dogs & Cats Home Health and Safety procedures at all times.
- You are responsible for maintaining client confidentiality and must abide by the data protection act. The Home's policies or procedures are not to be discussed with or within earshot of the general public or volunteers.

This role description is a non-exhaustive list of duties relevant to the role. You should also expect to undertake other duties within your competence and training as required by the Management.