

## **LOVING ALL ANIMALS, INC**

83496 Ave 51, Coachella, CA 92276 • (760) 834-7000

[www.lovingallanimals.org](http://www.lovingallanimals.org)

### **Position: Shelter Services**

**Full-time/40 Hours per week/Tuesday - Saturday**

**Non-Exempt**

**Hourly rate: \$18 - \$22 per hour**

### **Job Description:**

The Shelter Services role is to maintain the facility, equipment, and property in compliance with all agency and relevant regulatory agencies. The position requires understanding of cleaning and sanitation protocols, building, property, equipment maintenance, and environment health and safety issues. In addition, works with the Executive Director and Shelter manager to ensure proper care and humane treatment of the animals.

### **Duties:**

- Sets maintenance, cleaning, disinfecting, and repair schedules.
- Enforce agency policies.
- Cleaning, disinfecting, and maintenance of all animal kennels.
- Using proper food handling procedures, prepares and serves meals to the animals.
- Works to maintain humane care of sick animals and general handling of animals.
- Assists with clerical and animal record keeping
- Assists with reception and telephones.
- Assists with animal admissions, adoptions, and foster care activities when needed.
- Be familiar with animals to be fostered and assist with placement.
- Oversee volunteers and provides training and mentoring.
- May represent Loving All Animals at offsite events and activities.
- Monitor facility maintenance and repair issues while working with Executive Director.
- Ensure facility meets or exceeds health and safety standards in accordance with the agency's operating policies and procedures.
- Maintain inventory of supplies necessary for cleaning, disinfecting, and maintaining the facility.
- Will participate in agency staff and volunteer meetings as required.
- Will participate in continuing education as required for the position.

**Other requirements:** Must have a valid California driver's license, prior experience working in a veterinary clinic or educational equivalent, maintenance of an animal facility and equipment.