

# Cleaning Specialist On-Call

Willamette Humane Society

Salem, Oregon

*Celebrating the bond between companion animals and humans.*

**POSITION** - *Reports to the Shelter Operations Manager, On-call*

## **PURPOSE OF THE POSITION**

The purpose of this position is to ensure a safe and healthful environment for the animals, staff, volunteers and visitors to our shelter.

## **DUTIES AND RESPONSIBILITIES**

Perform job duties in a positive, helpful manner. Willingly assist public in all aspects of shelter programs. Share information to enhance the public's knowledge of animal welfare as well as knowledge of the Humane Society's mission and programs. Primary duties and responsibilities include but are not limited to:

1. Clean and disinfect all species kennel and cage areas, euthanasia room, exam areas, visitation areas and other animal care areas (ex infirmary, isolation, etc) according to procedures. Maintain cleanliness standards throughout the day.
2. Assist in maintaining the order and cleanliness of the shelter facility and grounds. Duties include vacuuming, dusting, cleaning bathrooms, mopping, washing windows, etc. May assist with recycling of paper, glass, plastics and metals.
3. Share responsibility for laundry: ensure items are washed, dried and stored appropriately.
4. Train and monitor volunteers and community service workers as instructed by the manager or lead in your area.
5. Monitor and report any animal health or behavioral concerns to supervisor or manager
6. Administer medications to animals as assigned by the manager or lead.
7. May be assigned opening and closing duties.
8. Perform other duties as assigned by the manager or lead.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **CONTACTS WITH OTHERS**

Employee will have regular contact with other shelter employees, stakeholders and volunteers from all departments, as well as the public. All contacts require a tactful and professional demeanor.

## **WORKING CONDITIONS**

1. Work takes place mainly indoors.
2. Will have regular contact with animals with varying degrees of domesticity and physical condition. (Will be expected to work around live and deceased animals.)
3. Will work directly with animal wastes, kennel and cage cleaners and disinfectants, soiled kennels and cages, animal bedding and dishes.
4. May be exposed to heights, such as step stools or ladders.
5. Must employ basic safety standards at all times. Will have access to, and be required to use, protective equipment such as boots, gloves, protective eye and ear wear, etc

## **PHYSICAL DEMANDS**

1. Ability to stay standing or active during entire shift.
2. Must be able to lift 40 pounds.
3. Must be able to lift 20 pounds repetitively.
4. Work performed both in and out of shelter requires lifting, bending, stooping, twisting, pushing and other strenuous activities for extended periods of time.
5. Worker may be required to take a physical examination paid for by the Society prior to the start of work activities.

## **REQUIREMENTS**

1. This is an on-call position with no regularly scheduled hours.
2. Must be a high school graduate or equivalent, and be able to read, write and speak clearly in English so that written and verbal instructions can be followed. Must be able to communicate with the public in a positive, educational manner.
3. This is an entry level position, but prior related work experience is preferred.
4. Must be detail-oriented and organized, have the ability to do the duties of the position and prioritize tasks appropriately.
5. Must be willing to work daily with cats, dogs and other animals in care and handle individual animals in a caring and respectful manner.
6. Must understand and be able to follow established policies and procedures.
7. Must be able to work cooperatively with people and communicate clearly about various situations relating to the care and treatment of animals.
8. Must work in a manner that reflects a safe environment for animals, the public and other employees.

## **COMPENSATION**

Pay Rate: Position begins at \$8.50 per hour.

Benefits: No benefits are available for this position.

## **APPLICATION PROCESS:**

A complete application package will include:

- a completed and signed WHS job application form
- a cover letter explaining your interest in this position

A completed and signed job application form is required and a résumé alone will not meet this requirement. There is no relocation benefit for this position. The application form is available on our website. Please submit the completed application packet in one of the following ways:

Email: [employment@willamettehumane.org](mailto:employment@willamettehumane.org)

Fax: 503-585-7906  
Mail: WHS – Human Resources  
PO Box 13005  
Salem, OR 97309

**APPLICATION DEADLINE:** Completed application materials will be reviewed upon receipt. This position is open until filled.

**OTHER INFORMATION:**

Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide evidence of identity and eligibility for employment. WHS is an Equal Opportunity Employer that does not discriminate on the grounds of race, religion, national origin, marital status, disability, sexual orientation or any class protected by law. WHS is a drug free/smoke free workplace. Employment will be contingent upon successfully passing a drug screen conducted at the Society's expense.

WHS's mission is to promote animal welfare through leadership, education and action. We are a progressive animal shelter dedicated to maintaining the health and wellness of animals and rehoming of companion animals. WHS is an independent, private nonprofit corporation that has served more than 400,000 discarded, abused, abandoned and lost animals in the Mid-Willamette Valley since 1965. Last year, WHS found homes for more than 4,600 companion animals either through adoptions, rescue groups, or by returning lost pets to their families. More information is available at [www.willamettehumane.org](http://www.willamettehumane.org).