**Animal Caretaker I Standard Job Description**

**Classification Title:** Animal Caretaker I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 2

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Bryan / College Station \* | $15.85 |
|  Houston | $18.01  |

\*Locations not listed will follow the Bryan/College Station rate.

**Job Description Summary:**

The Animal Caretaker I, under supervision, provides routine care for animals and related facilities.

**Essential Duties and Tasks:**

**35% Animal Care and Maintenance**

* Cleans animal housing facilities and feeding equipment.
* Cleans and disinfects treatment rooms, windows, ceilings, and cabinets.
* Maintains barn, feed room, and shavings room cleanliness.
* Empties manure cans and trash receptacles daily, including scrubbing and disinfecting.
* Maintains a sanitary and well-organized service area.
* Launders and folds bedding, surgical items, or other items as directed.

**25% Animal Handling and Care**

* Handles and restrains animals as needed.
* Feeds and waters animals in stalls and cages.
* Observes and reports conditions of animals, including behavior or problems, to appropriate medical staff.
* Provides safe patient handling and husbandry.
* Bathes, brushes, and exercises animals as directed.
* Transports animals and supplies to teaching labs.

**10% Equipment and Supply Management**

* Maintains care and service of equipment.
* Stocks bedding and feeding areas.
* Checks inventory of feed, cleaning supplies, buckets, and bowls.
* Places pharmacy orders for restocking needs.

**5% Collaboration and Support**

* Assists veterinary technicians and other staff as needed.
* Communicates regularly with team members and other services in the hospital.

**5% Cleaning and Disinfection Protocols**

* Assists in cleaning and disinfecting animal, surgical, anesthesia, and teaching areas according to SOP.
* Remains current with departmental procedures and completes training courses.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School diploma or equivalent combination of education and experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Oral and written communication skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Golf Cart: 3 hrs.
* Blow Dryer: 2 hrs.
* Mop: 2 hrs.
* Water Hose/Sprayer 2 hrs.
* Computer: 1 hr.
* Tru-D Sterilizer: 2 hrs.

**Physical Requirements:**

* Ability to lift and move heavy objects.
* No inhibiting allergies to animals, hay, or dust.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**