

# Facility Caretaker Job Description

Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs. Our dogs are provided to the client at no charge. The organization is supported primarily by donations from individuals, corporations, service clubs, and foundations. We receive no government funding.

## Job Description

**Job Title:** Facility Caretaker

**Reports to:** Director of Operations

**Job Summary:** This is a live on-site position. Care for, feed, clean up after, and play with animals residing at facility. Oversee facility needs by working with vendors and volunteers who provide services; supervise lawn care, perform snow and ice removal. Serve as on-call contact for facility security system and assisting out-of-town clients who arrive to stay at facility. This is a non-smoking facility.

**Salary Range & Benefits:** Non-exempt, Hourly Wage, Housing Available

**Housing:** Modern 2 bedroom with 1 bath and a full kitchen. The unit also includes a patio with private entrance. Rent is \$800 a month, with a \$500 security deposit. Rent to be deducted from payroll.

**Hours Required:** Minimum 15 Hours per week – not to exceed 25 Hours per week, including weekends, evenings and holidays.

## Relationships

**Positions Supervised:** Volunteers

**Person Making Work Assignments:** Director of Operations

**Frequent Interactions With:** Kennel Staff, Training Staff, Volunteers, Administrative Assistant

## Major Duties and Responsibilities - Facility Caretaker

1. Perform weekly facility cleaning duties.\*
2. Setup for facility events as needed.\*
3. Oversee waste removal and recycling for entire facility.\*
4. Work with vendors and volunteers who provide facility services, serve as on-call facility contact.\*
5. Clear snow and ice from building entrances and all sidewalks, ensure parking lot is safe\*
6. Arrange vehicle maintenance and movement of vehicles as needed for snow removal.
7. Evaluate, monitor, and assist in canine and feline health-related issues.
8. Feed, bathe/groom, care for, and clean-up-after multiple cats.
9. Clean crates, equipment.
10. Other duties as assigned.

\*Denotes essential functions of this position

## Required Qualifications

### Experience

Kennel experience in the care, feeding, handling, and record keeping for multiple dogs and cats preferred. Facility Caretaker experience includes the ability to communicate clearly with outside vendors, ability to lift up to 75 pounds on a regular basis, ability to access roof of building without assistance. These qualifications are generally obtained from two or more years of related work experience. This position also requires the ability to perform work without being closely supervised. A valid driver's license and insurability are required, and personal record clearance to pass background check is required.

### Education

Associate's degree and one year of related experience, or two or more years of related work experience.

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<b>Expected Working Conditions** for This Position</b>	<b>Frequency</b>
1. Exposure to dog and cat dander.....	Daily
2. Exposure to dog and cat feces.....	Daily
3. Work directly with dogs.....	Daily
4. Exposure to cleaning chemicals.....	Daily
5. Use cleaning tools: mops, brooms, floor “Zamboni”, floor buffer, vacuum cleaner, etc.....	Frequently
6. Work outdoors.....	Daily
7. Work in public environment, sometimes in retail.....	Never
8. Work in prison environment.....	Never
9. Work in office environment.....	Regularly
10. Perform work using a computer.....	Daily
11. Heavy lifting, up to 30 pounds.....	Daily
12. Heavy lifting, 30 pounds or more.....	Daily
13. Stoop, crawl, kneel, rise from a prone or kneeling position.....	Daily
14. Sit for long periods of time.....	Rarely
15. Stand for long periods of time.....	Frequently
16. Work in small or cramped spaces.....	Frequently
17. Perform work using a telephone.....	Frequently
18. Work with clients.....	Never
19. Work with parties external to the organization.....	Frequently
20. Work with volunteers.....	Frequently
21. Drive organizational vehicles.....	Frequently
22. Handle checks, cash, credit card transactions.....	Never
23. Public Speaking.....	Occasionally

**Working Conditions Guidelines:**

- Daily = Daily
- Frequently = Weekly
- Regularly = Monthly
- Occasionally = Quarterly to Bi-Annually
- Rarely = Annually
- Never = Never

\*\*Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."