



Cat Custodians Needed!

Tri-County Animal Rescue Center is in need of 2 or 3 cat custodians beginning the end of August 2024.

\$8.00/hour

3.5 hour shifts

Job Description:

- Scooping litter boxes and properly cleaning litter boxes, scoops, and kennel brushes
- Feed and water daily to meet each cat's dietary needs
- Sweep and sanitize enclosures using proper cleaning protocols and change bedding
- Administer medication and perform proper wound or medical care when needed as well as maintain medication worksheets
- Customer Service: including answering the phones and properly writing down/distributing messages; and answering the door for food bank recipients, donors, and clients
- Laundry and dishes
- Thoroughly complete cat intakes and adoptions while communicating with the cat team
- Watch cat behavior during shifts to identify stress and the need to shuffle cats around to maintain a calm environment
- Socialize with the cats
- Learning about animal behavior and properly handling stressed cats
- Organize and maintain cat records, including vaccination records so cats remain up to date on vaccines
- Assist as needed with S/N clinics if they are during your scheduled work day/hours and learning about S/N clinics to help the public
- Training new employees and volunteers as needed
- Supervising volunteers who come during your scheduled shift/time
- Provide important updates to active cat team members

Requirements:

- Must be 18 years or older
- Reliable and responsible
- Must have reliable transportation
- Able to work independently and in a group setting
- Comfortable communicating with others including staff, volunteers, and public