

JOB TITLE: Animal Care Technician

DEPARTMENT: Foothills Animal Rescue Shelters

STATUS: Full Time/Part Time - TBD

DATE: August 2026

REPORTS TO: Director of Shelter Operations, Shelter Supervisor

SUPERVISES: Volunteers

PAY GRADE: D.O.E

SUMMARY: Animal Care Technician performs daily duties of providing top tier care for the animals at our facilities. Some of which include: deep cleaning of animal suites, providing the necessary medications or appropriate feeding schedule for individual animals as well as documenting those dispensed, and assisting with the intake and adoption of animals.

Your overall responsibility is to support the physical, medical, and behavioral care of all our rescued animals, while assisting in the day-to-day activities of an animal shelter. This position does require direct handling of cats and dogs, of all sizes. Must be able to adhere to the agency's policies and procedures, while demonstrating a positive attitude. Impeccable communication skills are a must.

MINIMUM QUALIFICATIONS:

- Customer service or animal experience (preferred).
- Ability to learn animal shelter software for use with animals in our care.
- Handle all animals safely and humanely, while utilizing safety equipment as needed.
- Understand and adhere to all handling, cleaning, chemical use, and safety procedures, as specified.
- Ability to work independently or as a team member.
- Ability to perform paperwork accurately and legibly.
- Ability to make good decisions, respond quickly, and calmly even in a crisis.
- Must have excellent client communication skills, and a commitment to outstanding client service.
- Must be detail oriented and self-motivated.
- Adhere to established workflows to ensure the needs of the animals and organization are met.

KEY RESPONSIBILITIES:**Adoption and Animal Care**

1. Assess prospective adopters' ability to care for animals.
2. Coordinate with staff to update animal status and ensure Petpoint is accurate.
3. Ensure adoption folders are complete, including vital info like vaccines and spay/neuter status.
4. Report any behavioral issues or concerns to the Director of Shelter Operations.
5. Communicate Foothills Animal Rescue (FAR) policies to the public.
6. Mentor volunteers in animal care.

Daily Animal Care & Shelter Maintenance

1. Clean animal areas, including dog suites, cat areas, and bedding.
2. Spot clean, feed, and provide special diets for animals as needed.
3. Monitor animal health and report issues to the Shelter Director or Supervisor.
4. Socialize and groom animals.
5. Assess animal temperament for proper placement.
6. Assist with medical treatments, vaccinations, and medication administration.
7. Handle laundry, dishes, and public area cleaning.
8. Stock supplies and transport animals as needed.
9. Follow safety policies and report violations.

Communication & Collaboration

1. Maintain a clean, safe environment for animals and the public.
2. Treat animals with compassion and respect.
3. Assist with adoption processes and promote FAR's Open Adoption philosophy.
4. Cross-train in various tasks and support special events.
5. Advocate for FAR's mission and animal welfare.
6. Collaborate effectively with staff and provide guidance to volunteers.

Specific Skills

1. Strong communication, customer service, and time management skills.
2. Compassion for animals and willingness to accommodate them in the workplace.
3. Ability to work independently and take initiative.
4. Flexibility in schedule to accommodate emergencies.
5. Identify and report animal health or behavioral issues.
6. Ability to work with diverse groups and communicate effectively.
7. Basic computer skills and familiarity with animal behavior.
8. Comfort handling animals with medical or behavioral challenges.

Physical Requirements

1. Ability to stand/walk throughout the workday.
2. Ability to engage in repetitive motions and handle animals and goods.
3. Capable of lifting or pushing up to 50 pounds.
4. Awareness of potential allergies, zoonotic diseases, and high noise levels.

CRITICAL DEMANDS:

Regular attendance is required and is an essential function of this job. S/he must be able to handle a high level of stress, stand for long periods of time and also be able to stoop, kneel, bend and reach. Must be able to lift and carry, pull and push at least 50 pounds. This person almost always works with and around others and only occasionally will work alone. The position requires repetitive motion involving the hands, wrists, elbows and shoulders. Good hearing and vision are necessary as well as the ability to talk loudly to project over sometimes very noisy animals.

Other working conditions such as poor ventilation, heat, cold, sudden temperature changes, sometimes wet quarters, noise and animal odors. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. For example, emergencies change in personnel, workload, rush, jobs or tech technological breakdowns, or developments.