

Nevada Humane Society -- Job Description Facility Support Assistant - Part time

General Position Summary:

The facility maintenance support assistant will be responsible to assist the Facility Maintenance Lead by completing light maintenance to ensure a healthy safe and pleasant environment for the animals and the public. Tasks will include cleaning, running errands, picking up supplies and donated goods, repair tasks, assisting with special events, organizing the storage areas and inventory control and coordination and oversight of community service.

Essential Function/Major Responsibilities:

- Cleaning of public areas throughout the day.
- Driving company vehicles to pick up and deliver items, including donated items and helping with events.
- Loading, unloading, and stocking supplies.
- Following up on tasks and pick-ups/deliveries, seeing projects through to completion.
- Organizing storage areas and maintaining inventory control.
- Fleet maintenance.
- Performing routine maintenance tasks as well as repairs in the shelter.
- Cleaning of animal and public areas throughout the day.
- Providing transportation for animals as needed, to and from vet appointment, for adoption events, to other shelters, etc.
- Maintaining accurate records and providing timely information about donations to ensure that appropriate acknowledgement of donors.
- Promoting a humane and caring attitude toward all animals.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
- Maintaining a friendly demeanor and providing good customer service.
- Working courteously and cooperatively with other staff members.
- Filling in for other areas and performing other tasks/functions as needed, including helping out at special events.
- Other duties as assigned.

Specific Job Skills:

- Good interpersonal, communication, customer service, and time management skills essential.

- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.
- Ability and initiative, working with minimal supervision and direction.
- Responsiveness, completing tasks in a timely, efficient manner.
- Maturity, good judgment and a professional personal appearance.
- Ability to read, write and understand English required.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Physical ability to push up to 150 pounds and carry up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evenings.

Educational Requirements:

High school graduation, plus three years of related work experience.

Availability: 25 - 28 hours per week.

Availability and a willingness to work a flexible schedule are a plus.

Department: Operations

Exempt/Non-Exempt: Non-exempt, full time position

Must be at least 18 years of age and have valid driver's license and if, hired, able to present clean driving printout from DMV.

Immediate Supervisor: Operations Director and Facility Support Lead

Non-Exempt Position: Minimum of six hours per day, 30 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. May occasionally include weekend and holiday work.

Starting wages: \$9.50

Supervisory Responsibility:

This position is not supervisory in nature

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.