



**IndyHumane**      **Part-Time Feline Animal Care Technician**

**Title**                      Feline Care Technician (Animal Care Technician, ACT)  
**Department(s)**      Operations  
**Reports to**              Feline Team Manager

### **Job summary**

This is a part-time position of 28 hours/week. Must be willing to work mornings and weekends.

Responsible for day-to-day care of felines at IndyHumane. Performs duties pertaining to kennel maintenance, custodial responsibilities, maintaining a disease-free environment, and performing feline-related tasks. Interacts with the public, fellow staff, community service workers, and volunteers professionally and with exceptional customer service. Works safely and consistently with IndyHumane policies, procedures, beliefs and mission statement.

### **Summary of essential job functions**

- Provide feline care in both cages and free-roaming spaces.
- Cleaning of feline enclosures and other areas on a daily basis.
- Furnish appropriate amounts of food to animals daily. Ensure that animals have appropriate bedding and fresh water daily.
- Care for animals as appropriate to their species and temperament.
- Follow kennel signs regarding special care instructions.
- Report animal observations to supervisor or medical/behavior staff.
- Perform custodial duties where and when required.
- Follow standardized processes in use of equipment and cleaning materials/chemicals.
- Consistency in following standard operating procedures.
- Appropriate and humane animal handling.
- Follow safety and hazard procedures.
- Cleaning and sanitizing of laundry and dishes used in animal care.
- Other duties as assigned.

### **Minimum requirements**

- Must be able to work safely around cats.
- Must be able to stand for extended periods, kneel, and climb ladders.
- Must be 18 years of age.
- Must be able to read and understand chemical warning labels and kennel cards.
- Must have good attention to detail.
- Must have good oral and written communication skills.
- Must be able to lift 50lbs.